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LFT  
12 Jul 95

MARINE CORPS ORDER P4600.39

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS PERSONAL PROPERTY TRANSPORTATION MANUAL  
(SHORT TITLE: PERSPROPMAN)

Encl: (1) LOCATOR SHEET

1. Purpose. This Manual publishes revised policies and procedures for the transportation of personal property for Marine Corps sponsored personnel.

2. Cancellation. Chapter 2 of MCO 4600.7C.

3. Background. This Manual replaces the personal property chapter of the Marine Corps Transportation Manual.

4. Summary of Revision. This Manual contains substantial changes and must be reviewed in its entirety. Summary of the major modifications is as follows:

a. Chapter 1 redefines responsibilities and establishes internal management control procedures for Marine Corps Personal Property Offices under the DoD Personal Property Program.

b. Chapter 2 clarifies temporary duty entitlements and establishes limits for unaccompanied baggage on permanent duty assignments.

c. Chapter 3 clarifies basic traffic management procedures and provides sample excess cost calculations.

d. Chapter 4 clarifies boat shipping entitlements and procedures.

e. Chapter 5 clarifies the Marine Corps Do-It-Yourself (DITY) move procedures. Policy changes on excess cost responsibilities, advanced operating allowances, qualifying vehicles, State tax deductions, and you-load, they-haul shipments are included.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

f. Chapter 6 clarifies local move entitlements and funding requirements including funding for local moves from base housing incident to separation or retirement.

g. Chapter 7 clarifies shipping entitlements and counseling requirements for Marines separating or retiring.

h. Chapter 8 clarifies and amplifies storage procedures. Temporary storage extension procedures are redefined.

i. Chapter 9 clarifies and amplifies privately owned vehicle (POV) shipment procedures and entitlements including restriction of shipment with less than 1 year remaining on overseas tour and transshipment authorization.

j. Chapter 10 clarifies mobile home shipping entitlements and procedures including liquidation of a reimbursable mobile home move within 90 days after pick up or 120 days after reporting to the new permanent duty station (PDS).

k. Chapter 11 amplifies claim procedures and establishes claims procedures for partial deliveries.

l. Chapter 12 provides information on the role of the Transportation Voucher Certification Branch (TVCB), MCLB, Albany, Georgia.

m. Chapter 13 provides information on the Transportation of Personal Property Standard System (TOPS).

5. Recommendation. Recommendations concerning the personal property program and this Manual are invited and should be submitted, in writing, to the Commandant of the Marine Corps (CMC) (LFT-4), via the appropriate chain of command.

6. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

7. Certification. Reviewed and approved this date.

J. A. BRABHAM  
Deputy Chief of Staff  
for Installations and Logistics

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LOCATOR SHEET

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ENCLOSURE (1)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering Change

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INTRODUCTION

0001. PURPOSE AND SCOPE. This Manual provides supplemental instructions and guidance to administer the DoD Personal Property Shipment and Storage Program for Marine Corps personnel per the statutes, decisions, and requirements of the Comptroller General of the United States, the DoD, the Secretary of Navy, and Marine Corps policy. This Manual amplifies and supplements the provisions of the Joint Federal Travel Regulation (JFTR, volume 1), Joint Travel Regulation (JTR, volume 2), and DoD 4500.34-R (Personal Property Traffic Management Regulation (PPTMR)).

0002. RESPONSIBILITY. The CMC (LFT-4) is responsible for the accuracy, currency, modification, and distribution of this Manual. HQMC staffs and field commanders are responsible for the timely entry of changes and the physical maintenance of copies of this Manual.

0003. ORGANIZATION

1. This Manual is organized into chapters identified by an arabic numeral as listed in the overall contents.
2. Paragraph numbering is based on a four- or five-digit numbering system. The first (or first two) digit(s) identifies the chapter. The second (or third) digit identifies the section. The remaining digits identify the paragraph.

0004. CHANGES. Printed changes are posted following instructions contained in MCO P5600.31.

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CHAPTER 1

GENERAL INFORMATION

SECTION 1: POLICY

1100. DOD PERSONAL PROPERTY SHIPMENT AND STORAGE PROGRAM.

DoD 4500.34-R establishes the Worldwide DoD Personal Property Shipment and Storage Program. Under this program, Marine Corps installation commanders shall:

1. Implement the provisions of the PPTMR and related personal property program directives issued by the Commander, Military Traffic Management Command.
2. Operate, staff, support, and supervise personal property shipping offices for assigned areas of responsibility worldwide.

1101. STATUTORY REGULATIONS AND RESPONSIBILITIES

1. Title 37 U.S. Code contains the basic substantive authority for the transportation of personal property. Title 10 U.S. Code contains the basic substantive authority for the transportation of POV's of military personnel. Instructions relative to entitlement for the movement of personal property and transportation of personnel and dependents at Government expense are contained in the Joint Federal Travel Regulations (JFTR) volume 1 and the Joint Travel Regulations (JTR) volume 2. These regulations are promulgated pursuant to authority contained in public law. They are regarded as a statutory regulation and have the force and effect of law. Provisions of the JFTR and JTR may not be waived by the Marine Corps. Any request for waivers or exceptions to the provisions of the JFTR/JTR will require a change to statute.
2. Administrative procedures will not be effected nor action taken which result in an abrogation of statutory responsibilities.

1102. APPLICABILITY

1. The provisions of this Manual are applicable to all Marine Corps personnel, their dependents, and designated agents. TMO's or other persons responsible for arranging and furnishing transportation must have access to this Manual.
2. When personal property transportation arrangements are made for members of other uniformed service components, compliance with the following directives is mandatory:

a. Department of the Army. AR 55-71, Transportation of Personal Property and Related Services.

b. United States Navy. NavSup Publication 490, Transportation of Personal Property.

c. Department of the Air Force. Air Force Regulation 75-25, Movement and Storage of Personal Property.

d. United States Coast Guard. Commandant Instruction M4600.11.

1103. ENTITLEMENT TO TRAVEL AND TRANSPORTATION. Transportation is an entitlement for movement of civilians, military personnel, and/or dependents. The nature (accompanied/unaccompanied) and duration of the individual's assignment to a particular station determine the legal right to one or more of the allowances.

1104. TRAVEL ORDERS. A travel order is the document that establishes in writing the conditions and funding for official travel and transportation at Government expense.

1105. AUTHORITY OF THE COMMANDANT OF THE MARINE CORPS

1. The Secretary of the Navy has designated the CMC to act in matters related to the shipment and storage of personal property for Marine Corps personnel which, under the JFTR, require authorization/approval of the secretary of the service concerned. Except for those situations identified below, requests of this nature will be submitted to the Commandant of the Marine Corps (LFT-4), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775.

2. Additional CMC codes which have authority for action pertaining to certain circumstances are indicated below:

Situation (JFTR Paragraph Referrals)	Submit to Commandant of the Marine Corps
U5350-A, D, and E	MM
U5355-B	MM
U5370-A through J	MM

Situation  
(JFTR Paragraph Referrals)

Submit to Commandant  
of the Marine Corps

U5410-B

MM

U5455-E3

MH

U5545-A3

MH

1106. ENTITLEMENT CLARIFICATION. Questions from Traffic Management Offices concerning personal property entitlements may be submitted in writing, by telephone or electronically to:

1. Marine Corps:

Commandant of the Marine Corps (LFT-4)  
Headquarters, U.S. Marine Corps  
2 Navy Annex  
Washington, DC 20380-1775

Com1: (703) 696-0842/43  
DSN: 226-0842/43

2. Army:

Headquarters, Department of Army, DALO-TSP-P  
Washington, DC 20593-0001

DSN: 224-4140

3. Air Force:

JPPSO - SAT/ECAF  
8961 Tesoro Drive, Suite 300  
San Antonio, TX 78286-6209

DSN: 954-7261

4. Navy:

Commanding Officer, Code Sup 442  
1931 Jefferson Davis HWY  
Arlington, VA 22241-5360

DSN: 327-2390

5. Coast Guard:

Commandant (G-PMP-2), USCG Headquarters  
2100 2d Street, Southwest  
Washington, DC 20593-0001

Coml: (202) 267-2247

1107. DESIGNATION AND APPOINTMENT OF TRAFFIC MANAGEMENT  
OFFICERS (TMO)

1. The TMO will be appointed in writing to perform the duties required per the provisions of DoD 4500.34-R (PPTMR) and MCO P4600.14. Copies of letters appointing individuals as TMO's will be forwarded to the CMC (LFT). For clarification purposes, the term TMO includes those individuals designated by other uniformed services as Installation Transportation Officers (ITO) or Transportation Officers (TO) per the provisions of MCO P4600.14. Only those TO's identified in paragraph 1108 below are considered TMO's for the purposes identified in this Manual.

2. Upon request of an appointed TMO, activity commanders may appoint one or more transportation agents (TA) to assist with the management of the DoD personal property program. Such designation shall be in writing providing the limits of the TA's authority. Authority of the TA expires when a new TMO is assigned.

1108. AUTHORITY OF THE TMO PROVIDING PERSONAL PROPERTY SHIPPING SERVICES. Traffic Management Offices designated as Personal Property Processing Offices (PPPO), Personal Property Shipping Offices (PPSO), Consolidated Personal Property Shipping Offices (CPPSO), Consolidated Booking Offices (CBO), or Joint Personal Property Shipping Offices (JPPSO) are required under the DoD Personal Property Shipment and Storage Program to provide responsive personal property traffic management service to all members of DoD and the United States Coast Guard. They are authorized full authority to authorize transportation entitlements identified in the JFTR except for those identified throughout this Manual. Per the provisions of paragraph 1105 of this Manual, that authority is assigned to the CMC.

1109. REFERENCED REGULATIONS AND ABBREVIATIONS. A list of the regulations referenced in this Manual, including other pertinent directives, are contained in appendix A. Appendix B contains a list of abbreviations and acronyms used throughout this Manual. Appendix C lists definitions of commonly used terms.

1110. PERSONAL EFFECTS AND BAGGAGE. MCO P4050.38 contains applicable regulations regarding personal effects and baggage when:

1. Marines or personnel assigned to Marine Corps units are deceased, missing, hospitalized, absent without leave (AWOL), incarcerated, on annual or emergency leave, on extended temporary additional duty (TAD), or participating in a unit deployment.
2. Lost, abandoned, or unclaimed personal property is recovered (comes into custody or control of a military installation/unit).
3. Personal effects or baggage is processed at a personal effects and baggage center (PEBC).
4. Baggage is held by commercial carriers.

CHAPTER 1

GENERAL INFORMATION

SECTION 2: RESPONSIBILITIES

1200. COMMANDANT OF THE MARINE CORPS. The CMC (LFT-4) is responsible for:

1. Implementing the DoD Personal Property Shipment and Storage Program for Marine Corps sponsored personnel.
2. Promulgating regulations and policies applicable to the DoD Personal Property Shipment and Storage Program.
3. Establishing and monitoring cross-service agreements.
4. Monitoring common-service agreements.
5. Providing representatives to working groups established and convened by the MTMC, DoD, and other external agencies.
6. Acting in matters related to the transportation and storage of personal property for Marine Corps personnel which, under the JFTR, require authorization/approval of the secretary of the service concerned.

1201. TRAFFIC MANAGEMENT OFFICERS. TMO's act as agents for the Government in the execution of contracts/arrangements of carriage with commercial carriers and are responsible to:

1. Provide the necessary traffic management required to ensure success of the DoD Personal Property Shipment and Storage Program.
2. Provide efficient, responsive, and cost-effective transportation services within the assigned geographic area of responsibility and ensure compliance with governing laws and regulations.
3. Develop, adapt, and implement appropriate management policies, procedures, directives, and methods to provide complete and responsive transportation support to all DoD and Coast Guard personnel under the DoD Personal Property Shipment and Storage Program.
4. Provide technical advice to the responsible commanding officer or other individuals and commands/activities on personal property issues.

5. Coordinate with the installation's housing office to prevent unnecessary storage in transit (SIT) due to housing unavailability.
6. Ensure the member is made aware of all responsibilities, entitlements, and provide all services to which the member is entitled.
8. Coordinate with contracting officers concerning the requirements and performance of local program contractors.

1202. ORDER WRITING ACTIVITIES. Order writing activities shall ensure travel orders are prepared in sufficient time to effect timely shipment of personal property. The travel orders must contain appropriate funding data. Normally, orders should be prepared a minimum of 45 days prior to the detachment date.

#### 1203. GEOGRAPHIC AREAS OF RESPONSIBILITY

1. Under the DoD Personal Property Shipment and Storage Program, PPSO's have been established to provide program related services to all members regardless of service affiliation by geographic area of responsibility. These areas of responsibility can be found in the Personal Property Consignment Instruction Guide published by MTMC. Certain PPSO's are designated as JPPSO's, CPPSO's, or CBO's. Complete definitions of these organizations can be found in DoD 4500.34-R.
2. Local interservice support agreements (ISA) and memorandums of understanding (MOU) delineate responsibilities between the PPSO and any PPPO which they serve.

#### 1204. FUNCTIONS PERFORMED UNDER THE DOD PERSONAL PROPERTY SHIPMENT AND STORAGE PROGRAM

##### 1. Counseling

- a. Interview service member, determine shipping requirements, advise of entitlement (to include DITY option), potential excess costs, restrictions, and responsibilities in the program.
- b. Prepare counseling checklist and application for shipment/storage as well as other transportation documentation.

2. Outbound

- a. Mode plan shipment.
- b. Tender shipment.
- c. Maintain tonnage distribution.
- d. Prepare shipment and customs documents.
- e. Establish required delivery dates (RDD).
- f. Maintain shipment documentation on file.
- g. Arrange local moves.
- h. Manage the direct procurement method (DPM) contract.

3. Nontemporary Storage (NTS)

- a. Prepare necessary documentation.
- b. Track storage capacity.
- c. Track entitlement to storage.
- d. Notification of NTS expiration.

4. Inbound

- a. Advise members of responsibilities.
- b. Arrange for delivery of shipment.
- c. Place shipments into SIT.
- d. Grant appropriate extensions of SIT based on valid written needs of the service member.
- e. Trace shipments upon expiration of the RDD.

5. DPM contract.

6. Quality control and carrier performance.

7. Baggage processing point.

8. Claims office.



CHAPTER 1

GENERAL INFORMATION

SECTION 3: INTERNAL MANAGEMENT CONTROLS

1300. CONTROLS ON FRAUD, WASTE AND ABUSE. TMO's and appointed TA's will establish internal control procedures to supplement the quality control procedures established in DoD 4500.34-R to preclude the unnecessary expenditure of Government funds in compliance with MCO 5200.24. At a minimum the program will include:

1. An internal quality control program to preclude:
  - a. Bribery, payoffs, or acceptance of gifts from carrier or contract personnel in exchange for preferential treatment.
  - b. Unauthorized shipments of personal property.
  - c. Exceeding authority authorized by this or other regulations.
  - d. Unnecessary storage.
  - e. Excess costs to service members.
  - f. Fraudulent claims package.
  - g. Fraudulent use of the DITY program.
2. A training program to:
  - a. Eliminate shipment misconsignment.
  - b. Ensure proper counseling of the member.
3. A review of travel orders to ensure proper funding is provided as well as to ensure verbiage does not circumvent current regulations, transportation entitlement, or a regulation stipulating DoD/Marine Corps policies concerning use of transportation facilities or accommodations. TMO's in receipt of questionable or improper travel orders will request an explanation from the order writing authority. In the absence of satisfactory explanation or corrective action, the matter shall be referred up the operational chain of command and forwarded to the Criminal Investigative Division (CID) or Naval Investigative Service (NIS) as deemed necessary.

1301. RETENTION AND DISPOSAL OF SHIPPING DOCUMENTS AND RECORDS

1. Per the provisions of paragraphs 4050 and 4610 of SECNAVINST P5212.5B, household goods (HHG) shipment files are retained for 4 years from date of pick up or date of delivery, as applicable.

2. Records pertaining to the receipt storage, and disposal of lost, abandoned, or unclaimed personal property and personal effects of deceased or missing persons shall be maintained for 2 years after the date of delivery to the proper recipient; 5 years after the property is sold or disposed of unless the property was unclaimed because the person is deceased or missing. Records pertaining to the receipt, storage, and disposal of unclaimed personal property of deceased or missing persons shall be maintained for 8 years after the date of disposal. Paragraph 4050 of SECNAVINST P5212.5B refers.

3. Records pertaining to HHG contract files are to be retained as follows per the provisions of paragraphs 4050 and 4280 of SECNAVINST P5212.5B.

a. Case files relating to transactions of \$2,500 or less are retained for 3 years after completion of action.

b. Case files relating to transactions of more than \$2,500 are retained for 6 years after completion of action.

1302. CONTROL OF ACCOUNTABLE DOCUMENTS. The TMO must take proper precautions per current regulations to ensure the safety and accountability of accountable documents and forms. Blank, unused, pending, returned, and canceled accountable documents must be properly safeguarded to prevent misuse. Chain of custody procedures must be established and adhered to.

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CHAPTER 2

ENTITLEMENTS

SECTION 1: SHIPMENTS UNDER TEMPORARY DUTY ORDERS

2100. GENERAL INFORMATION (JFTR, PARAGRAPH U4700). Within the Marine Corps, TDY means duty at one or more locations, other than the permanent station, at which the Marine performs TDY under orders which provide for further assignment, or pending further assignment, to a new permanent station. TAD, which is a form of TDY peculiar to the Department of the Navy, involves one journey away from the Marine's duty station in the performance of prescribed duties at one or more places and directs return to the starting point upon completion of such duties. Personnel on TAD remain assigned to the station from which they proceeded on TAD.

2101. BASIC ENTITLEMENT (U4700, U4705, U4710)

1. The shipment of HHG or unaccompanied baggage (UB) to the TAD location must be authorized or approved by the Marine's order writing official and so stated in the travel orders.
2. The shipment may not exceed the authorized temporary change of station weight allowance specified in paragraph U4710A of the JFTR.

2102. INDETERMINATE TEMPORARY DUTY (U4755)

1. HHG which were shipped to the TDY/TAD location or another point in CONUS under U4755 may be shipped back to the PDS upon relief from indeterminate TDY. Authority to effect such shipment is delegated to the local personal property office (PPO).
2. Funding for shipment and storage under this paragraph is the responsibility of the command ordering the TDY/TAD using local O&MMC funds.

2103. NONTEMPORARY STORAGE. Refer to paragraph U4770C of the JFTR and paragraph 8209 of this Manual.

2104. UNIT DEPLOYMENT PROGRAM (UDP). Refer to section 4 of this chapter.

2105. ACCOMPANIED BAGGAGE/EXCESS BAGGAGE. Instructions for accompanied baggage and excess baggage are contained in chapter 1 of MCO P4600.7.

1. Per paragraph 4116.4 of MCO P1000.6F, excess baggage must be authorized in the orders directing the TDY.
2. Funding for the excess accompanied baggage will be provided by the activity writing the orders.
3. Requests for excess accompanied baggage authorization using MPMC funding shall be requested from the CMC (MMOS).

CHAPTER 2

ENTITLEMENTS

SECTION 2: SHIPMENTS UNDER PCS ALLOWANCES

2200. ENTITLEMENT REFERENCE. The JFTR, paragraphs U5300 through U5560, contains the basic entitlement for the transportation of HHG incident to PCS.

2201. AUTHORITY TO EFFECT SHIPMENT (U5330B). Each shipment effected will be supported by PCS orders or other written instruments which authorize the shipment per the JFTR. Examples of written instruments of authority which may be used in lieu of permanent change of station orders (PCSO) for shipping HHG are as follows:

1. Certificate in Lieu of Orders (CIL). A CIL may be accepted from the member if signed by the Marine's order writing authority or designated representative, and if the CIL provides the correct accounting data. Authority for this is contained in paragraph U5330 of the JFTR, and will be in the format outlined in figure 1-1 of MCO P1900.16D.

- a. When a CIL is issued, the member must sign a written agreement to comply with the provisions of U5330G of the JFTR. Figure 2-1 contains a sample agreement.

- b. A copy of this agreement will be made an attachment to the CIL.

2. Official Notification of Pending Orders (U5330G). The orders writing activity may issue a notification or certificate of intent to issue orders for use by Marines requesting shipments of their HHG prior to receipt of PCSO's. The provisions of paragraphs 2201.1a and b above, apply.

3. Report of Casualty (DD Form 1300). This form may be used by the dependent, next of kin, or legal heir to support a request for shipment of HHG under the conditions specified in the JFTR, paragraph U5372A. Refer to chapter 10 of DoD 4500.34-R for bluebark shipment procedures.

2202. TRANSPORTATION OF HHG PRIOR TO ISSUANCE OF ORDERS (U5330G). Shipment of HHG prior to issuance of orders is authorized provided written approval is received from the CMC (MM) and the Marine agrees to the conditions specified in paragraph U5330G of the JFTR.



REQUEST FOR SHIPMENT OF PERSONAL PROPERTY  
PRIOR TO ISSUANCE OF ORDERS

\_\_\_\_\_  
Date

1. Per the provisions of JFTR, paragraph U5330G, I am requesting to use my transportation entitlement prior to issuance of permanent change of station (PCS) orders. I have been provided a certificate in lieu of orders by the orders issuing activity.

2. I \_\_\_\_\_ agree to pay any additional costs incurred for shipment of household goods (HHG) (and POV, if applicable) to another point required because the new permanent duty station (PDS) named in the PCS orders is different than that named in the certificate in lieu of orders.

3. I also agree to pay the entire cost of transportation of HHG (and POV, if applicable) if the PCS orders are not later issued to authorize the transportation as indicated in the certificate in lieu of orders. This entire cost includes potential reshipment of the HHG (and POV, if applicable) back to the PDS, if requested by the member.

Printed Name of Member: \_\_\_\_\_

Signature of Member: \_\_\_\_\_

SSN of Member: \_\_\_\_\_

Printed Name of Witness: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Figure 2-1.-- Written Agreement When Certificate in Lieu of Orders is Issued.

2203. WHEN TRANSPORTATION OF HHG IS NOT AUTHORIZED (U5317).

1. Reserve component.

a. PCS weight allowances for Marine Reserve components when called (or ordered) to active duty (including active duty for training) for less than 20 weeks.

b. PCS weight allowances for Marine of Reserve components when called (or ordered) to active duty for a period of greater than 20 weeks at more than one location but less than 20 weeks at one location.

2. Pursuant to leave or recall therefrom.

3. Marines in an AWOL status except U5370D.1, U5370D.8, and U5370J. Refer to section 3 of this chapter.

4. Marines serving in CONUS incident to a court-martial sentence or administrative discharge under other than honorable condition. Refer to section 3 of this chapter and paragraph U5370.

5. PCS weight allowances for Marines under orders to pursue a course of instruction of less than 20 weeks duration. TAD allowance may be authorized under paragraph 2101 of this Manual.

6. PCS weight allowances for Marines called (or ordered) to active duty for less than 6 months.

7. HHG to a station outside CONUS (OCONUS) when less than 12 months remain in the Marine's overseas tour after the date the HHG are scheduled to arrive at that station.

a. U5350K authorizes shipment when reassignment to another PDS OCONUS before the prescribed tour outside CONUS is completed due to base closure or similar action.

b. U5345E.2 authorizes shipment when assigned to foreign service schools.

c. Requests for waivers to the above, must be forwarded to the CMC (LFT-4).

8. Marines transferred from one duty station to another duty station when both duty stations are located within the corporate limits of the same city or town, except for the provisions of U5317 of the JFTR.

2204. ACCOMPANIED BAGGAGE. At the time of the counseling session, Marines will be instructed to utilize their accompanied baggage allowance to transport items which they will require

immediately upon their arrival at destination, such as uniforms, per MCO P3000.1E, paragraph 2001.

2205. UNACCOMPANIED BAGGAGE (UB) (U5320/5340). A separate UB shipment is authorized for shipment to, from, and between overseas areas. Separate UB shipments are not authorized for shipments originating and ending in CONUS or for Marines serving 12-month unaccompanied and all-others tours on mainland Japan and Okinawa. UB shipments are to be utilized for articles that are essential to the immediate health and comfort of the member and dependents, or professional books, papers, and equipment urgently needed in the performance of official duties.

1. When a separate UB shipment is authorized, the weight of the shipment is not included in the administrative weight restriction (AWR) (U5315).

2. When a separate shipment of UB is authorized, the UB weight limits are limited to the following:

a. Marine's entitlement: 600 pounds (1b)

b. Each dependent transported to the overseas location: 200 lbs

3. Marines serving 12-month unaccompanied and all-others tours on mainland Japan and Okinawa are limited to one shipment of HHG or UB. If additional shipments are made to or from the overseas area, the Marine is subject to excess charges over what it would have cost the Government to ship the net weight as one lot.

4. The limits imposed in paragraph 2005.2 above, do not restrict the TMO from shipping the Marine's administrative weight allowance via a UB mode.

5. Shipments of UB made by commercial air are limited to 1,000 lbs (net).

6. When both husband and wife are members, both are entitled to separate UB shipments.

7. Refer to figure 2-2.

2206. ADMINISTRATIVE WEIGHT RESTRICTION (AWR) (U5310/U5315).

The AWR is defined as the HHG weight limitation (2,000 lbs or 25 percent of PCS weight allowance, whichever is greater). Okinawa, Japan has been designated by the Marine Corps as a place where family housing is furnished with Government-owned furnishings and where the AWR is applicable.

1. The Commanding General, Marine Corps Base, Camp Butler, Okinawa, Japan, will compute individual AWR based on 2,000 lbs or 25 percent of the maximum PCS weight allowance, whichever is greater, plus the weight of those items of Government-owned furnishings listed in the area clearance instructions as unavailable and data furnished by each Marine per MCO P1000.6E, figure 4-16 (request for area clearance). The AWR will be determined in advance and will be shown in the HHG paragraph of the Marine's area clearance instructions.

2. The AWR does not include the weight of UB or professional books, papers, and equipment (PBP&E) shipped to or from Okinawa, Japan by the Marine.

3. The Marine will be responsible for ensuring that a copy of the area clearance instructions is furnished to the origin PPO.

4. When husband and wife are both members and will occupy the same quarters, only one administrative weight allowance is authorized. The allowance will be based on the senior member's allowance. Both members are entitled to a UB allowance.

5. The origin PPO will ensure that the AWR, as shown in the Marine's area clearance instructions, is entered in the remarks section (block 25) of the PPGBL or on the face of any other applicable transportation document used which will be provided to the origin carrier/contractor for submission to the Commander (Code 470), Marine Corps Logistics Base, Albany, GA 31704-5000, for payment. For example, "HHG Administrative Weight Restrictions - 2,750 lbs net weight."

6. Upon completion of the accompanied-by-dependents tour, the AWR from Okinawa, Japan will, as a minimum, be the same weight the Marine was authorized to ship to Okinawa, Japan. The Commanding General, Marine Corps Base, Camp Butler, Okinawa, Japan, may increase the return AWR when justifiable circumstances exist to warrant the increase. After-the-fact increases will not be granted. The manner in which the weight will be entered on the transportation documents will be the same as shown in paragraph 2206.5 of this Manual.

2207. WEIGHT RESTRICTIONS FOR 12-MONTH UNACCOMPANIED AND ALL-OTHERS TOURS ON MAINLAND JAPAN AND OKINAWA

1. Shipment of HHG to the overseas duty station for Marines serving 12-month unaccompanied tours and all-others tours on mainland Japan and Okinawa are limited as follows:

<u>Grade</u>	<u>Allowance to Overseas PDS</u>
E-4's (with 2 years service or less) and members serving in a lower grade	500 lbs net weight

<u>Grade</u>	<u>Allowance to Overseas PDS</u>
E-4's (with over 2 years service) and members serving in higher grade	10 percent of the member's PCS weight allowance

2. Per the provisions of paragraph 2205.3 of this Manual, a separate UB shipment is not authorized to or from the overseas location.

3. Per paragraph 2205.4, the Marine's weight allowance may be shipped via a UB mode.

2208. WEIGHT RESTRICTIONS UPON RETURN FROM MAINLAND JAPAN AND OKINAWA UPON COMPLETION OF AN UNACCOMPANIED OR ALL-OTHERS TOUR

1. Corporals (E-4) with less than 2 years' service and Marines serving in a lower grade may ship HHG from the overseas duty station subject to the tour lengths and amounts shown below:

<u>Tour Length</u>	<u>Allowance From Overseas Station</u>
12 months	1,000 lbs
18 months	1,500 lbs

2. Corporals (E-4) with over 2 years' service and Marines serving in a higher grade may ship 15 percent of their PCS weight allowance upon return from an unaccompanied or all-others tour.

3. The weight entitlement for Marines serving more than 2 years at the overseas location shall be the same as those on an accompanied tour.

4. Marines acquiring dependents at the overseas PDS may ship 25 percent of the JFTR PCS weight allowance from the overseas PDS.

5. Upon completion of the overseas tour, the authorized allowance from the overseas station will be shown on the face of the PPGBL or on the face of any other applicable transportation document used which will be provided to the origin carrier for submission to the Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000. For example, "Auth HHG Allowance - 750 lbs net weight." It is important that all members be reminded that the combined weight of all HHG shipped and/or stored under the PCSO returning them to CONUS may not exceed the total shown in the JFTR table of weight allowances.

6. The Commanding General, Marine Corps Base, Camp Butler, Okinawa, Japan may increase the return AWR when justifiable circumstances exist to warrant the increase. After-the-fact increases will not be granted.

2209. LOCAL MOVES OF PERSONAL PROPERTY. Refer to chapter 6 of this Manual.

2210. DO-IT-YOURSELF (DITY) MOVES. Refer to chapter 5 of this Manual.

2211. REIMBURSEMENT FOR PERSONALLY PROCURED TRANSPORTATION (U5320D). Refer to chapter 11, section 5 of this Manual.

2212. STUDENT DEPENDENTS (U5243)

1. Student dependents attending school at an approved location per the provisions of the JFTR, paragraph U5243C.4, are authorized a UB shipment, not to exceed 350 lbs, at Government expense in connection with each trip authorized between the school and the Marine's PDS.

2. This provision does not apply when the member's PDS is Alaska or Hawaii and the dependent child is attending a school in the United States to obtain a secondary education. Refer to note 3 of U5243C.4 of the JFTR.

2213. SHIPMENT FROM A PREVIOUS DUTY STATION (U5310A). A shipment of HHG to the new duty station is authorized from:

1. The present duty station.

2. A former duty station, including the HOR (orders in combination), except on separation move (U5340E). When orders in combination are used, shipment from the former duty station is limited to the unused balance of the authorized weight allowance in effect on the effective date of the prior orders from any former duty station. Figure 2-3 illustrates sample orders in combination entitlement calculations.

a. Shipment in excess of the authorized allowance will result in excess cost to the member.

b. When orders in combination are used, the DD Form 1797 and DD Form 1299 (Certification of Shipment Responsibility) will be annotated to indicate the member has been counseled on potential excess costs in connection with orders in combination.

3. A designated point to which shipment was authorized under previous orders to sea duty or overseas duty.

2214. SHIPMENT TO OTHER THAN AUTHORIZED LOCATIONS (U5340A1).  
When compared to shipment from the current or a former duty station, and when a shipment is made to other than an authorized location, the following applies:

1. Limited to the weight allowance authorized by the directive orders from the current duty station or the unused balance from a cost-effective previous duty station.

2. Personal property shipped must have been acquired prior to the effective date of the orders used to effect the shipment.

3. Shipment at Government expense will be limited to the comparative cost permitted by the directive orders; e.g., directive orders Atlanta, Georgia to Newport, Rhode Island; authorized (with no foreseeable excess cost) from Atlanta, Georgia to Mayport, Florida since the cost of the shipment to Mayport, Florida should not exceed that of a comparative shipment to Newport, Rhode Island.

a. Shipment in excess of the authorized allowance will result in excess cost to the Marine.

b. If shipment is to a cost-effective location, the Marine will be counseled that subsequent entitlement will be based on shipment from PDS to PDS and may result in excess costs to the Marine on the next shipment. The DD Form 1797 and DD Form 1299 will be annotated to indicate the Marine has been counseled on potential excess costs associated with shipment to a cost-effective location.

c. When shipment from a cost-effective location is used, the DD Form 1797 and DD Form 1299 will be annotated to indicate the Marine has been counseled on potential excess costs in connection with shipment. Additionally, the remarks block of the PPGBL will be annotated "potential excess costs." Block 34 of the PPGBL will contain an appropriate entry.

2215. HOME OF RECORD (HOR) MOVES (U5345)

1. Transportation of HHG within the prescribed weight allowance from the HOR or place from which called (or ordered) to active duty to the first PDS is authorized.

2. When a shipment is not made to the first permanent duty station, the HHG may be brought into the service for use in the member's household at anytime during the member's current tour of active duty.

a. The HHG may not be brought into the service for use upon receipt of separation orders when a home of selection (HOS) is not authorized.

b. HHG brought into the service must have belonged to the service member prior to entry into the service.

3. An unmarried Marine who enters the service and marries prior to the effective date of orders to the first PDS is entitled to the transportation-with-dependent weight. The Marine may ship the spouse's HHG, subject to excess costs for exceeding the Marine's weight entitlement and/or from a location other than the HOR or place called (or ordered) to active duty.

4. Shipments from other than the HOR or place called (or ordered) to active duty are allowed subject to excess costs. The excess cost is determined by comparing the actual costs to the cost to ship a like weight of HHG from the HOR or place called (or ordered) to active duty.



SHIPMENT OF HOUSEHOLD GOODS OVERSEAS

	<u>Full JFTR Weight Entitlement</u>	<u>Administrative Weight Restriction (AWR)</u>	<u>Weight Restriction</u>	<u>Authorized Separate UB</u>
Accomp Tour Okinawa	N/A	Greater of 2,000 lbs or 25% of U5310B	Yes	600 lbs + 200 lbs per dependent
Unaccomp/ All- Others Tour Okinawa	N/A	N/A	E-4 < 2 Years 500 lbs  E-4 > 2 Years 10% of U5310B	NO (See Note: 1)
Accomp Tour Iwakuni	Yes U5310B	No	No	600 lbs + 200 lbs per dependent (See Note: 2)
Unaccomp/ All- Others Tour Iwakuni	N/A	N/A	E-4 < 2 Years 500 lbs  E-4 > 2 Years 10% of U5310B	NO (See Note: 1)

Accompanied/unaccompanied and all-others tours to overseas locations which are not weight restricted are entitled to full JFTR weight entitlement and shipment of UB. See Note: 2.

- Note: 1. Marines serving 12-month unaccompanied and all-others tours on mainland Japan and Okinawa are limited to 1 shipment of HHG or UB. The Marine is subject to excess charges over what it would have cost the Government to ship the net weight as 1 lot.
2. Total weight of UB and HHG not to exceed limits established in U5310B.
3. E-4's with 2 years' service or less and Marines serving in a lower grade may ship HHG from the overseas duty station subject to the tour lengths and amounts shown below:
- 12 months: 1,000 lbs                      18 months: 1,500 lbs
4. Corporals (E-4) with over 2 years' service and Marines serving in a higher grade may ship 15% of their PCS weight allowance upon return from an unaccompanied or all-others tour.
5. Marines acquiring dependents at the overseas PDS may ship 25% of the JFTR PCS weight allowance from the overseas PDS.

Figure 2-2.-- Shipment of Household Goods Overseas.

ORDERS IN COMBINATION

## Case 1

Marine ordered from A to B	
Authorized weight under orders from A to B	8,000 lbs
Actual weight shipped from A to B	6,000 lbs

Unused balance	2,000 lbs
----------------	-----------

Marine ordered from B to C	
Authorized weight under orders from B to C	8,000 lbs

Marine may ship not to exceed 8,000 lbs to C of which 2,000 lbs may be shipped from A using orders in combination.

## Case 2

Marine ordered from A to B	
Authorized weight under orders from A to B	8,000 lbs
Actual weight shipped from A to B	6,000 lbs
Unused balance	2,000 lbs

Marine ordered from B to C	
Authorized weight under orders from B to C	10,000 lbs

Marine may ship not to exceed 10,000 lbs to C of which 2,000 lbs may be shipped from A using orders in combination.

## Case 3

Marine ordered from A to B	
Authorized weight under orders from A to B	8,000 lbs
Actual weight shipped from A to B	6,000 lbs
Unused balance	2,000 lbs

Marine ordered from B to C	
Authorized weight under orders from B to C	8,000 lbs
Actual weight shipped from B to C	7,000 lbs
Unused balance	1,000 lbs

Marine ordered from C to D	
Authorized weight under orders from C to D	10,000 lbs

Marine may ship not to exceed 10,000 lbs to D of which 1,000 lbs may be shipped from either A or B using orders in combination.

Figure 2-3.--Sample Orders in Combination Calculation

## ORDERS IN COMBINATION

## Case 4

Marine ordered from A to B (an overseas station)	
Authorized weight under orders from A to B	8,000 lbs
Shipment made from A to a designated point	6,000 lbs
Unused balance	2,000 lbs

Marine ordered from B to C	
Authorized weight under orders from B to C	8,000 lbs
Shipment made from B to C	1,000 lbs
Unused balance	7,000 lbs

Marine ordered from C to D	
Authorized weight under orders from C to D	8,000 lbs

Marine may ship, not to exceed 8,000 lbs, to D of which 1,000 lbs may be shipped from A to D and 7,000 lbs from B to C or the designated point to which shipped under orders from A to B, or 2,000 lbs may be shipped from A to D and 6,000 lbs from B to C or the designated point to which shipped under orders from A to B.

Figure 2-3.--Sample Orders in Combination Calculation--Continued.

CHAPTER 2

ENTITLEMENTS

SECTION 3: UNUSUAL SITUATIONS

2300. TRANSPORTATION OF HHG FROM OUTSIDE THE UNITED STATES DUE TO OFFICIAL SITUATIONS (U5370B)

1. JFTR, paragraphs (U5370B.1/U5240B). When a command sponsored dependent becomes involved in an incident which:

- a. Is embarrassing to the U.S. Government.
- b. Is prejudicial to order, morale, and discipline in the command, or
- c. Gives rise to conditions where the safety to dependents no longer can be ensured because of adverse public feeling in the area.

The CMC (MMOS) may authorize shipment of HHG to a designated place within CONUS or if the dependents are foreign nationals, to a place in the country of the dependents' origin.

2. Return to member's overseas duty station (U5370B.2). When a dependent was previously returned from the overseas duty station to ensure the safety of the dependent (U5240B.3), return transportation of HHG for the dependents to the member's overseas PDS may be authorized by the CMC (MMOS).

- a. A minimum of 12 months must remain of the Marine's tour at the PDS OCONUS on the RDD of the shipment.
- b. Requests for waivers to the 12 months remaining may be requested from the CMC (MMOS) when the HHG shipping time will use up a portion of the 12 months at the overseas PDS.

2301. TRANSPORTATION OF HHG FROM OUTSIDE CONUS DUE TO PERSONAL SITUATIONS (U5370D/U5240E). Authorization for shipment of HHG under this paragraph must be approved by the CMC (MMOS).

2302. DISCIPLINARY ACTION TAKEN AGAINST MARINES STATIONED OUTSIDE CONUS AND MARINES DISCHARGED UNDER OTHER THAN HONORABLE CONDITIONS (U5370D/U5240D). Authorization for shipment of HHG under this paragraph must be approved by the CMC (MMOS).

2303. TRANSPORTATION OF EX-FAMILY MEMBERS INCIDENT TO DIVORCE OR  
v. Refer to referenced JFTR paragraph.

2304. TRANSFER BY SERVICE RECORD BOOK. Transfer by service record book (for record purposes only) is normally effected when a Marine is in a nonavailable status. Examples of situations where Marines are transferred by service record book include: confined, hospitalized as a result of nonbattle injury, illness, confined awaiting trial by general court-martial, and in the hands of civil authority. MCO P1080.35 and MCO P1000.6 refer. Refer to the specific circumstances which caused the transfer by service record to determine the shipping entitlement.

2305. RESHIPMENT OF HHG IMPROPERLY SHIPPED THROUGH NO FAULT OF THE MARINE (U4725C/U5330D). The TMO is authorized to reship HHG which have been shipped improperly or otherwise have become unavoidably separated from the member through no fault of the member. Appropriate annotations on the DD Form 1299 and DD Form 1797 will be made to support the shipment.

## CHAPTER 2

## ENTITLEMENTS

## SECTION 4: UNIT DEPLOYMENT PROGRAM (UDP)

2400. DESCRIPTION. The unit deployment program is a scheduled deployment of a unit under the provisions of MCO P3000.15 and MCO P3000.1. UDP's include scheduled operational deployments to a Western Pacific (WESTPac) base, WESTPac Marine Expeditionary Unit (MEU) deployments, and Landing Force Sixth Fleet deployments to the Mediterranean area. Periodic deployments of 5 months or more, such as Exercise UNITAS conducted by the 2d Marine Division, are also included.

2401. FUNDING. Funding for UDP storage is the responsibility of the base or station commander where the unit is permanently assigned. O&MMC funds will be used for UDP storage.

2402. ENTITLEMENTS

1. UB shipments and PCS entitlements are not authorized.

2. The entitlement to NTS outlined in paragraph U4770B of the JFTR is intended for those members who are ordered to TDY or deployment in excess of 90 days and applies to UDP.

a. Special storage for UDP is generally limited to members who do not draw BAQ or who will lose entitlement to BAQ during TDY or deployment in excess of 90 days.

(1) In rare instances, the TMO may authorize shipments into special storage under paragraph U4770B of the JFTR for Marines who have always resided separately from their dependents on the current tour of duty and who have received BAQ at the dependent rate provided justifiable circumstances exist to grant the storage.

(a) Situations when special storage may be authorized:

- Single or divorced Marine living in the BEQ.
- Single Marine living in town (if a verification is received from the unit that BAQ/VHA has been terminated).

(b) Situations when special storage is not authorized:

- Geographic bachelor living in the BEQ for convenience (collecting BAQ for dependents).

- Geographic bachelor living in town (collecting BAQ).
- A married Marine living in the local economy with dependents.
- A married Marine living in Government quarters or in the local economy who send dependents to a HOR or other location due to the UDP.

(2) In such cases, appropriate documentation to support the storage such as a letter from the Marine's commanding officer explaining the circumstances which warrant the storage must be maintained on file.

b. Special storage includes local shipment, drayage, packing, and crating if necessary to place the HHG in storage and return HHG to the member in the local area upon completion of the deployment.

c. Special storage is not limited to the members PCS weight allowance referenced in JFTR U5310B.

#### 2403. EXPIRATION OF ENTITLEMENT

1. Upon return from UDP, Marines who have elected the special storage option must remove HHG from storage upon return to Government quarters, receipt of the quarters allowance, or occupation of local economy quarters, but not later than 90 days after return.

2. Failure to take possession of storage will result in the storage costs converting to the member's expense.

2404. STORAGE ARRANGEMENTS. Arrangements for special storage will be made by the TMO using the basic ordering agreement storage contractor. Services will be procured using a service order (DD Form 1164).

2405. COUNSELING AND DOCUMENTATION REQUIREMENTS. The PPO will conduct a group counseling session to advise UDP personnel of their entitlement and pick up/delivery procedures. Appropriate documentation of the counseling will be maintained in the shipment file. Minimum counseling requirements are:

1. Entitlement.
2. Entitlement expiration.
3. Marine's responsibility to notify the TMO upon return from the UDP.

4. Unit's responsibility to notify the PPO of those individuals who remained at the overseas location with the next UDP (Cross-Det).

2406. COMBINING STORAGE LOTS. The TMO may combine storage lots as a cost-effective storage means.

1. Individual lots must be identifiable and inventoried separately.
2. Separate weights for individual lots must be obtained.
3. Separate documentation for individual shipments must be maintained on file.

2407. CONSECUTIVE UDP. Marines who are extended on UDP for an additional deployment (Cross-Det) are not authorized shipment of UB, HHG, or excess baggage.



## CHAPTER 3

## BASIC PROCEDURES

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CHAPTER 3

BASIC PROCEDURES

SECTION 1: ENTITLEMENT COUNSELING

3100. PREPARATION OF DD FORM 1299 (APPLICATION FOR SHIPMENT AND OR STORAGE OF PERSONAL PROPERTY). A separate signed DD Form 1299 is required for each shipment or storage portion of the Marine's personal property. Applications shall be numbered 1 of 2, 2 of 2, etc. Specific procedures for preparing DD Form 1299 are discussed in DoD 4500.34-R.

3101. PREPARATION OF DD FORM 1797 (COUNSELING CHECKLIST). Each block of the DD Form 1797 shall be checked by the Marine at the time of counseling. A blank block indicates the subject was not discussed during the counseling session. This form should be completed as the interview progresses. It is not intended to "summarize" the interview.

3102. PREPARATION OF DD FORM 1701 (DESCRIPTIVE INVENTORY OF HHG). The DD Form 1701 may be prepared for any shipment for which the Marine is uncertain of an accurate estimated weight. The DD Form 1701 shall be prepared as accurately as possible for each shipment moved under the DITY program in the event scales are not available.

3103. AGENTS ACTING ON BEHALF OF MEMBERS

1. General Information. An agent acting on behalf of a Marine will be required to furnish a current notarized power of attorney or other written authority signed by the member, indicating that the agent has the member's permission to act on the member's behalf for shipping HHG.

2. Certificate in Lieu of Signature (U5330D). When the signature of the Marine or an agent is not obtainable, block 16 of the DD Form 1299 may be completed by the Marine's commanding officer or the local TMO as deemed appropriate.

3104. FUNDING

1. Appropriation Chargeable for PCS. The appropriation Military Personnel, Marine Corps (MPMC) is chargeable. With rare exception, such appropriation data will appear in the PCSO or other written authority furnished by the Marine to support the request for shipment of HHG. For shipment and/or storage of HHG of a deceased Marine, the DD Form 1300 (Report of Casualty)

which is used by the dependent, next of kin, or legal heir to support their request for shipment of HHG, will not normally contain appropriation data. In all such cases, the appropriation data to be cited will be the same as that used for Marine Corps separatees. When required and in connection with PCS orders, appropriation data may be extracted from any of the following directives:

- a. DoD 4500.32-R, volume II, section B.
  - b. A current Marine Corps bulletin in the 4610 series, concerning cargo and personal property transportation accounting data for the applicable fiscal year.
2. Appropriation chargeable for other than PCS.
- a. TDY and TAD. Appropriations Operations and Maintenance, Marine Corps (O&MMC) is chargeable. Such appropriation data will be furnished by the organizational component which budgets for and funds the Marine's TAD/TDY travel.
  - b. UDP. Refer to chapter 2, section 4 of this Manual.
  - c. Local Move and Storage Incident to Involuntary Extension of Tour of Duty Overseas (U5355D.2/U5380G.2b). The MPMC appropriation cited in the PCSO which initially transferred the Marine overseas will be cited.
  - d. Local Move and Storage Incident to Vacating Local Economy Housing (U5355D.1/U5380G.2a). When a Marine is ordered by competent authority to vacate non-Government controlled quarters as a result of declaration by medical officials that such quarters no longer meet established health/sanitation standards, O&MMC appropriation will be furnished by the Marine's parent organization.
3. Local Move and Storage Incident to Occupancy of Government or Government Controlled Quarters (U5355.C/U5380.G1). All costs associated with local moves, including any necessary NTS of HHG, will be charged to the operating funds of the organization making the quarters assignment, regardless of service affiliation. (This determination was made by the Assistant Secretary of Defense in a memorandum dated 16 April 1984.)
4. Detailed instructions regarding the funding responsibility for the costs of transportation and handling of personal property for Marine Corps personnel are contained in the following directives:
- a. MCO P7300.8D, paragraph 10010.
  - b. NavCompt Manual, paragraphs 022082-5 and 075180.

3105. HIGH VALUE ITEMS

1. Marines should be advised to hand-carry or make other provisions for small and easily pilferable items, such as jewelry, negotiable instruments, coin collections, or other items of value which are prone to pilferage when shipped or stored.

2. Accessorial services provided for the shipment or storage of hi-value articles are limited to those provided for under the carrier's tariffs or contractual provisions for the shipment or storage of like items.

a. TMO's must coordinate with the carrier industry to ensure high value items such as priceless paintings, antiques, and statues are appropriately protected during packing.

b. Marines desiring additional packing, crating, or exceptional storage services above those provided by the carrier will be advised that those services will be provided subject to their payment for all excess costs. If a Marine desires a separate shipment of expensive and valuable items, they must agree to pay all cost in excess of those which would have been incurred had such items been moved with their personal property in one lot.

3. At the time of counseling, Marines will be thoroughly advised as to the limits of liability on the part of the Government, carrier, and storage contractor in the event of loss or damage and of their option to elect increased valuation or to obtain supplemental protection. Refer to chapter 11 of this Manual for liability limits.

3106. PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) (U5310C). The TMO is responsible for ensuring that each Marine is properly counseled and advised of the Marine's entitlement to ship PBP&E, and that PBP&E items are not counted against their weight allowance. Either the estimated weight or the word NONE must be included in block 7 of DD Form 1299. The Marine will be instructed to initial this block and cautioned that it is mandatory that these items be indicated on the carriers inventory during packing of the HHG. Additionally, all PBP&E items will be packed and weighed separately. When PBP&E items are declared on the application for shipment (DD Form 1299), and the carrier fails to weigh them separately, the TMO will estimate the weight as 40 lbs per cubic foot (ft<sup>3</sup>) and ensure that the estimated weight is included on the PPGBL and DD Form 619. If the Marine fails to declare PBP&E on the application for shipment and fails to ensure that it is indicated on the carrier's inventory and DD Form 619, no credit will be given for PBP&E.

3107. CUSTOMS

1. Personal property imported or brought into the customs territory of the United States. Regulations, instructions, and documents governing duty-free entry of personal property of DoD personnel into the Customs Territory of the United States (CTUS) are contained in DoD 5030.49-R.

2. Overseas shipment of personal property to other than the country to which the Marine is assigned for duty and for retired, separated, deceased, or missing personnel. The TMO will counsel those Marines requesting shipment of personal property overseas to other than the country to which the Marine is assigned for duty; and for retired, separated, deceased, or missing personnel that customs duty and/or taxes of the foreign country are the personal responsibility of the recipient of such property. The duty-free provision in status of forces agreements does not apply to such shipments. The PPGBL is a transportation document only and does not include the cost of import duties or taxes of a foreign country. Marines requesting shipment of personal property in the above categories should be counseled to contact the consulate or embassy to the foreign country concerned for information and customs requirements, allowable and restricted items, documentation, and such other requirements of the specific country. Refer to the Personal Property Consignment Information Guide (PPCIG), volume II (Worldwide), for specific country requirements.

3. Shipment of Firearms

a. DoD 5030.49-R, chapter 10, prescribes procedures, assigns responsibilities, and outlines eligibility requirements for the importation into the U.S. of privately owned firearms (less war trophy firearms) and ammunition by DoD personnel.

b. MCO 5800.6 establishes policy and procedures for the introduction of war trophy firearms into the U.S.

4. Shipment of Alcoholic Beverages/Tobacco Products

a. Shipments within CONUS. Shipment of alcoholic beverages and tobacco products as HHG is subject to the rules and regulations established or approved by appropriate Federal or State regulatory authorities.

b. Shipments entering CTUS. Alcoholic beverages and tobacco products must accompany the Marine when being imported into the CTUS. They must be hand-carried in accompanied baggage and may not be included in unaccompanied baggage or HHG shipments.

c. Shipments within and between overseas countries and shipments from CTUS to overseas countries. Alcoholic beverages and tobacco products may be shipped subject to the host country requirements/restrictions. Consult the PPCIG (Overseas), volume II. When in doubt, the TMO will request clarification by message from the responsible transportation authority at destination.

#### 4. Shipment of Motorcycles/Mopeds

a. The inclusion of motorcycles and mopeds in HHG shipments does not change Federal emission control or safety requirements in effect for that model year vehicle. For shipment of motorcycles/mopeds from overseas which will be entering the CTUS, if the vehicle does not conform to U.S. Environmental Protection Agency (EPA)/Department of Transportation (DOT) standards (as evidenced by the certification label attached to the frame), it will not be included with the Marine's HHG shipment.

(1) A separate shipment may be requested subject to payment of excess costs for split shipments. This precludes the Marine's entire HHG shipment from being delayed/opened at the CONUS port of entry for customs purposes.

(2) Marines are responsible for providing evidence of conformance with U.S. EPA/DOT standards.

b. The motorcycle/moped will be prepared for shipment by the Marine to meet carrier requirements. Specifically, at origin, the vehicle will be drained of fuel and then operated until all fuel is exhausted. Batteries will have cables disconnected. Batteries will be secured in the vehicle's battery boxes to prevent leakage.

c. If a motorcycle/moped is shipped as HHG and a POV is shipped to a foreign country that requires motorcycles/mopeds to be licensed as a POV, the Marine should be advised of the destination country's vehicle importation licensing and registration requirements. For example, if only one POV can be imported into a foreign country and that country requires a motorcycle or moped to be licensed as a POV, the Marine should be cautioned that shipment of the moped may result in custom fees charged to the Marine. Consult the PPCIG (Overseas), volume II, for host country requirements and restrictions.

d. For surface shipments, shipping documents must identify the location of the motorcycle/moped in the shipment so it can be located with minimal effort in the event the shipment is diverted to air. If the shipment must be diverted to AMC, a DD Form 1387-2 must be prepared for air shipment by AMC; and



AMC must be able to readily find the motorcycle/moped in the shipment. For HHG shipments to a hardlift area, the DD Form 1387-2 must be prepared and affixed at origin by the PPO.

3108. SHIPMENT OF FIREARMS. Refer to DoD 4500.34-R.

3109. EXCESS COSTS. Refer to section 3 of this chapter.

CHAPTER 3

BASIC PROCEDURES

SECTION 2: MODE PLANNING

3200. RESPONSIBILITY TO AUTHORIZE AND CONSIGN SHIPMENTS

1. The ultimate responsibility for authorizing shipments of personal property rests with the origin TMO or, as appropriate, with the TMO having responsibility for determining the requirements of the Marine and for establishing an RDD.
2. TMO's designated as PPSO's must determine the most cost-effective mode of shipment for the Government, as well as meeting the needs of the Marine.
3. The Marine must be informed by the counselor about the possibility of excess costs when a mode of shipment is requested which is not the most cost-effective to the Government. Such counseling will be documented on the DD Form 1797 and DD Form 1299.

3201. CONSIGNMENT INSTRUCTIONS. Consignment instructions for the movement of personal property on a worldwide basis are contained in the MTMC Personal Property Consignment Instruction Guide (PPCIG), volumes 1 and 2 and DoD 4500.34-R. In the event that a shipment is destined to a point not listed in the PPCIG, a one-time-only request for transportation will be submitted to the MTMC via message.

3202. CODES OF SERVICE

1. Domestic

a. Code 1: Motor Van. Movement of HHG in a motor van from origin residence to destination residence.

b. Code 2: Container. Movement of HHG in containers from origin residence to destination residence.

2. International

a. Code 4: International Door-to-Door Container. Movement of HHG where a carrier provides containerization at origin residence to destination residence, all without rehandling of container contents.

b. Code 5: International Door-to-Door Container Government Ocean Transportation. Movement of HHG where a carrier provides

linehaul service from origin residence to military ocean terminal, the Government provides ocean (MSC) transportation to designated port of discharge, and the carrier provides linehaul service to destination residence, all without rehandling of container contents.

c. Code 6: International Door-to-Door Air Container. Movement of HHG where the carrier provides containerization at the origin residence, surface transportation to the airport nearest origin that can provide required services, air transportation to the airport nearest destination that can provide required services, and transportation to the destination residence.

d. Code 7: International Land-Water-Land Baggage. Movement of UB where the carrier provides packing and pick up at origin, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.

e. Code 8: International Land-Air-Land Baggage. Movement of UB where the carrier provides packing and pick up at origin, transportation to the origin airport, air transportation to the destination airport, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.

f. Code T: International Door-to-Door Container - AMC. Movement of HHG where the carrier provides containerization at the origin residence and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The carrier provides transportation to the destination residence.

g. Code J: International Land-Air (AMC)-Land Baggage. Movement of UB where the carrier provides packing and pick up at the origin and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The carrier provides transportation to destination from AMC terminal and cutting of the banding and opening of the boxes at the destination residence.

### 3203. DIRECT PROCUREMENT METHOD (DPM)

1. (DoD 4500.34-R, paragraph 4003) The PPSO is authorized to select the mode of transportation, the origin linehaul carrier, and the connecting carriers for the movement of DPM shipments.

2. (DoD 4500.34-R, paragraph 4001) When DPM is used, only the linehaul transportation service is provided by common carriers of freight.
3. Approval by Headquarters, MTMC is not required of commercial contractor providing DPM transportation services.
4. (DoD 4500.34-R, paragraph 4007) DPM Contracts. Under the DPM, packing and containerization services shall be acquired by contract.

3204. SHIPMENT OF PERSONAL PROPERTY BY AIR

1. General Information. The responsibility of authorizing shipments of personal property by air rests with the origin TMO or, as appropriate, with the TMO having responsibility for determining requirements of the Marine and for establishing an RDD.

a. Air clearance authority from the Marine Corps Logistics Base, Barstow, California, is required for all DPM, and Code T shipments per DoD 4500.34-R, chapters 2008d and 4007e.3. Such clearance will be cited on all applicable transportation documents. Shipments will be considered cleared if the clearance authority has not challenged it by the hour/day entered in the advance TCMD shipped field. The only exception is for TP-4 shipments, which will not be released to an ITGBL carrier until specifically approved by the ACA (paragraph 2010.d).

b. Clearance is not required for Code J shipments per paragraph 2010 of the PPTMR.

2. Hardlift Areas. The term "hardlift area" will be shown on all applicable transportation documents. Hardlift areas are those locations identified in the MTMC PPCIG, volume 2 (overseas), where adequate surface transportation is lacking.

3. Justification Records. TMO's will maintain a record justifying use of commercial airlift in the following instances:

a. (U5320A) When HHG are shipped via commercial air, in preference to other modes which would produce a lower overall cost to the Government, on the basis that such other modes cannot provide the required service satisfactorily.

b. (U5320B) When shipment of UB exceeding 1,000 pounds net weight are shipped via commercial air.

4. Refer to chapter 9 of this Manual for shipment of POV's.

CHAPTER 3

BASIC PROCEDURES

SECTION 3: EXCESS COSTS

3300. GENERAL INFORMATION. The most common circumstances where excess costs are incurred when shipping personal property are as follows:

1. When cost of transportation method used at the request of the applicant exceeds the cost of the method designated by the personal property transportation officer.
2. When special services, specific routing, or specific loading, not provided under ordinary rates, are furnished at the request of the applicant.
3. When shipments are made in separate lots between the same points.
4. When shipments are made from or to points other than authorized in the JFTR.
5. When, at the request of the applicant, shipments are released at a valuation which exceeds that prescribed for the lowest applicable transportation rate in a carrier's tariff.
6. When personal property in excess of the prescribed weight allowance is packed, unpacked, drayed, stored, or shipped.
7. When unauthorized articles are shipped.
8. When more than the authorized withdrawals are made from temporary storage. Refer to chapter 8 of this Manual.
9. When shipment of a boat exceeds the cost of shipment of like weight of HHG.
10. When shipment of mobile home exceeds the authorized mobile home allowance cost or the Marine requests services not allowed by the JFTR.
11. When DITY move exceeds authorized Government cost.

3301. DETERMINATION OF EXCESS COSTS. The Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000, is responsible for the final determination of excess costs for packing, crating, hauling, storing, unpacking, uncrating, and transporting of HHG and for the collection of excess costs.

Collection is normally accomplished through the issuance of a Pay Adjustment Authorization (DD Form 139). Refer to MCO P4650.37 (MCTIM) for instructions on preparing the DD Form 139.

3302. ESTIMATING EXCESS COSTS DURING COUNSELING

1. When it is anticipated that excess costs will occur, the TMO will calculate the costs and advise the member of the potential excess costs. The TMO will collect excess costs in advance from those Marines who are in or will be in a nonpay status. This includes next of kin of deceased Marines.

2. Such persons must be advised by the TMO that any advance collection of excess costs is only an estimate and is subject to the audit and final determination by TVCB.

3303. COLLECTION OF KNOWN EXCESS COSTS PRIOR TO SHIPMENT

1. Collection of excess costs in advance will be by cash, certified check, cashier's check, or postal money order from the owner inscribed payable to the order of U.S. Treasurer.

2. The payment will be processed through the local disbursing office using a NAVCOMPT Form 2277 to document the payment. Procedures for preparation are contained in chapter 2 of MCO P4650.37C (MCTIM).

3. Computation worksheets and a copy of the NAVCOMPT Form 2277 must be forwarded by the TMO to TVCB.

3304. EXCESS WEIGHT COMPUTATION (U5335)

1. When excess weight is involved, excess cost will be computed on the general premise that the Marine and the Government will share, on a prorated basis, the costs of transporting the shipment. The net weight will be determined by reducing the gross weight by the computed tare weights as follows:

a. (U5355B) Deducting interior packing for TGBL shipments when the net weight was recorded on the PPGBL, procurement document, or other shipping document. Applies to codes 1, 2, 4, 5, 7, 8, J, or T and shipments made at personal expense: Deduct 10 percent of the net weight for interior packing. Figure 3-1 illustrates a sample excess weight computation.

b. (U5335C.1) Direct Procurement Method (DPM) in Standard Overseas Shipping Containers (CONEX boxes, or Type II HHG containers) when the container is stenciled with the empty weight: Subtract the weight of the empty containers from the

gross weight and deduct 20 percent for the weight of interior packing. Figure 3-2 illustrates a sample excess weight computation.

c. (U5335C.2) Crated DPM, such as DPM overflow containers, when the weight of the containers is not known: Deduct 50 percent from the weight upon which transportation charges were based. Figure 3-3 illustrates a sample excess weight computation. Uncrated shipments containing crated articles: 10 percent of the net weight of uncrated portions of shipment and 50 percent of the gross weight of crated portions of shipments.

d. UB shipped by DPM or TGBL when the net weight is unknown: Deduct 50 percent of the gross weight.

2. When personal property in excess of the authorized net weight is shipped, the net weight of the excess portion will be adjusted to the gross weight according to the mode of transportation utilized in the shipment on which the excess weight occurred. The factors for adjusting net weight to gross weight are as follows:

a. Crated DPM such as DPM overflow containers and unaccompanied baggage: Net weight will be increased by 100 percent.

b. TGBL HHG shipments: Net weight will be increased by 11.11 percent.

c. Conex boxes and Type II DPM containers: Net weight will be increased by 25 percent.

3305. EXCESS PACKING MATERIAL UTILIZED. When determined by the TMO that excess packing material was used through visual inspection of the shipment, the amount of packing material may be adjusted to provide a more accurate measurement of materials used. Detailed documentation must be provided to TVCB by the TMO to support the adjustment.

3306. MULTIPLE SHIPMENT COMPUTATION. When two or more shipments are made on the same change of station orders, excess costs will be computed on the shipment which results in the least cost to the Marine. The term "shipment" within the context of this paragraph includes an application (DD Form 1299) for NTS. Figure 3-4 illustrates a multiple shipment excess cost computation.

3307. EXPEDITED MODE REQUESTED BY MEMBER COMPUTATION. When the member requests a mode of shipment other than the least costly to the Government, excess costs occur. Figure 3-5 illustrates the excess cost computation.

3308. UNAUTHORIZED POINTS COMPUTATION. Excess costs for shipments made to or from unauthorized points will be based on the actual costs of the shipment as made, less the cost of shipping a like weight of property within the prescribed weight allowance between authorized points. Figure 3-6 illustrates the excess cost computation.

3309. BOAT SHIPMENTS COMPUTATION. Refer to paragraphs 4004 and 4013 of this Manual.

3310. MOBILE HOME SHIPMENTS COMPUTATION. Refer to paragraph 10209 of this Manual.

3311. NTS EXCEEDING AUTHORIZED WEIGHT ALLOWANCE. All costs related to the initial preparation, drayage, handling, and storage will be at Government expense. When it has been determined that HHG in storage exceed the total authorized weight allowance, costs for storage of HHG in excess of the authorized weight allowance will be paid by the Government and collected from the Marine as follows:

1. If in a pay status (active duty or receiving retired pay). When all shipments under one PCS are audited, the excess cost will be computed on the shipment/storage lot which results in the least cost to the Marine. If the excess cost is found to fall on the NTS lot, it will be computed through the entire projected storage period. TVCB will so advise the Marine in writing and provide the following options:

- a. Remit entire cost amount.
- b. Acknowledge the excess and request collection by pay record checkage.
- c. Submit a rebuttal to Commander (Code 470), MCLB, Albany, Georgia as follows:

- (1) Incorrect amount of PBP&E and documentation.
- (2) Crated items, number, and dimensions.

2. If the Marine is in or entering a nonpay status (separation, release from active duty with readjustment pay, or deceased), the



TMO will estimate excess costs, collect in advance, and report the circumstances to TVCB for final determination and additional collection action as appropriate.

3312. DITY MOVE EXCESS COST COMPUTATION. Refer to paragraph 5205 of this Manual.

3313. SEPARATION/RETIREMENT EXCESS COST COMPUTATION. Refer to paragraph 3302 and chapter 7 of this Manual

A shipment was made for a Marine having an authorized weight allowance of 7,000 lbs. The total weight shipped was 9,000 lbs (the net weight shown on the PPGBL and upon which transportation charges to the Government are based), of which 100 lbs were PBP&E (total cost \$4,682.78). All weights are defined in lbs.

Total weight shipped.....	9,000
Less weight of PBP&E.....	100
Total weight chargeable to Marine.....	<u>8,900</u>
Less computed tare of 10 percent.....	890
Balance.....	8,010
Less authorized weight allowance.....	7,000
Net excess weight.....	1,010

Gross excess weight chargeable to Marine (1,010 net weight increased by computed tare 11.11 percent of net excess weight)... $(1010 \times .1111 + 1010 =)$ ..... 1,122

Total Excess cost chargeable to Marine is calculated as follows:

$(\text{Gross excess weight}) 1,122 \times (\text{Total cost of move}) \$4,682.78$   
divided by  $(\text{total weight shipped}) 9,000 = (\text{total excess cost})$   
\$583.79.  $(1,122 \times \$4,682.78 \text{ divided by } 9,000 = \$583.79)$

NOTE: Total cost includes all charges  
for transportation, storage, packing,  
delivery, and accessorial services.

Figure 3-1.--Sample Excess Weight Calculation  
for TGBL HHG (Codes 1, 2, 4, 5, 6, 7,  
8, J, or T) When Net Weight is Known.

A shipment was made in 10 standard Government-owned type II containers for a Marine having an authorized net weight allowance of 7,000 lbs. The gross weight of the shipment is 14,925 lbs, which includes 880 lbs of professional books. The total tare weight stenciled on the containers was 4,500 lbs.

Gross weight of shipment.....	14,925
Less tare of containers.....	4,500
Balance.....	10,425
Less weight of PBP&E.....	880
Total weight chargeable.....	9,545
Less computed tare of 20 percent.....	1,909
Total weight chargeable to Marine.....	7,636
Less authorized weight allowance.....	7,000
Net excess weight chargeable.....	636

Gross excess weight chargeable to Marine (636 lbs net excess weight increased by 25 percent for interior packing)... $(636 \times .25 + 636 =)$ ..... 795

Total excess cost chargeable to Marine is calculated as follows:

(gross excess weight) 795 x (total cost of move) \$1,268.62 divided by (total weight shipped) 14,925 lbs = (total excess cost) \$67.57.  $(795 \times \$1,268.62 \text{ divided by } 14,925 = \$67.57)$

Note: Total cost includes all charges for transportation, storage, packing, delivery, accessorial services.

Using the same scenario, the following example illustrates a shipment where excess costs are not involved.

Gross weight of shipment.....	14,925
Less tare of containers.....	4,500
Balance.....	10,425
Less weight of PBP&E.....	880
Total weight chargeable.....	9,545
Less computed tare of 20 percent.....	1,909
Total weight chargeable to Marine.....	7,636
Less authorized weight allowance.....	8,000

Since the authorized weight allowance exceeds the chargeable weight, there are no excess costs in this example.

Figure 3-2.--Sample Excess Weight Calculation for DPM Government-Owned (Type II Household Goods) Containers When Weight of Container is Known.

A packed and crated shipment was made for a Marine having an authorized weight allowance of 7,000 lbs. The gross weight of the shipment, including 1,000 lbs of professional books, was 16,500 lbs.

Gross weight of shipment.....	16,500
Less weight of PBP&E.....	1,000
Balance.....	15,500
Less computed tare of 50 percent.....	7,750
Chargeable weight.....	7,750
Less Marine's authorized weight allowances...	7,000
Net excess weight chargeable.....	750

Gross excess weight chargeable to Marine (750 lbs net weight increased by computed tare 100 percent of net excess weight).  $(750 \times 1.00 + 750)$ ..... 1,500

Total excess cost chargeable to Marine is calculated as follows:

(Gross excess weight) 1,500 x (total cost of move) \$1,914  
divided by (total weight shipped) 16,500 lbs = (total excess costs) \$174.  $(1,500 \times \$1,914.00 \text{ divided by } 16,500 = \$174)$

- NOTE:
1. Total cost includes all charges for transportation, storage, packing, delivery and accessorial services.
  2. Use figure 3-3 to compute all overflow containers.

Figure 3-3.--Sample Excess Weight Calculation for Packed and Crated Direct Procurement Method (DPM)  
When Tare Weight of Containers is Unknown.

Three shipments were made under the same PCSO's for a Marine having a weight allowance of 8,500 lbs. Applications were submitted in the following order:

Shipment No. 1--packed and crated for movement by an expedited mode (DPM Baggage)--gross weight 750 lbs less computed tare (50 percent gross weight).....	375
Shipment No. 2--packed and crated for movement by freight (DPM HHG)--gross weight 5,000 less computed tare (50 percent gross weight).....	2,500
Shipment No. 3--commercial van (total cost \$6,750--Code 1) <u>net weight</u> 7,000 lbs less computed tare (10 percent gross weight).....	6,300
Computations--Authorized net weight allowance.....	8,500
Less net weights of shipments number 1 and 2 chargeable to Marine's weight allowance.....	2,875
Balance allowable net weight authorized on shipment Number 3.....	5,625
Total net excess weight chargeable to Marine (6,300 - 5,625).....	675

Gross excess weight chargeable to Marine--675 lbs  
net excess weight increased by computed tare by  
11.11 percent of net excess weight.....750

Total excess cost chargeable to Marine is calculated  
as follows:

(Gross excess weight) 750 x \$6,750 (total cost of move)  
divided by (total weight shipped) 7,000 lbs = (total excess  
cost) \$732.21 (750 x \$6,750 divided by 7,000 = \$723.21)

NOTE: Total cost includes all charges for  
transportation, storage, packing,  
delivery, and accessorial services.

Figure 3-4.--Sample Multiple Shipments Excess Cost Calculation.

In connection with PCSO's the Marine requested shipment of 3,200 lbs gross weight of HHG via expedited mode. The mode selected by the personal property transportation officer was via motor freight.

Cost of shipment if made via an expedited mode--3,200 lbs gross weight at \$14.50 cwt..... \$464.00

Cost of shipment if made by motor freight--3,200 lbs gross weight \$9.75 cwt..... \$312.00

Excess cost chargeable to Marine..... \$152.00

Figure 3-5.--Sample Expedited Mode Excess Cost Calculation.

Shipment was made from St. Paul, Minnesota to Goldsboro, North Carolina, based on PCSO's from Patuxent River, Maryland, to Lakehurst, New Jersey.

The transportation charges were:

Shipped--857 lbs net weight times  
\$5.56 cwt from St. Paul, Minnesota, to  
Goldsboro, North Carolina..... \$47.65

Maximum amount authorized at Government  
expense based on cost if shipped from  
the last permanent duty station to the  
new duty station--857 lbs net weight  
times \$2.17 cwt..... \$18.60

Excess cost chargeable to Marine..... \$29.05

Figure 3-6.--Sample Unauthorized Point Excess Cost Calculation.

CHAPTER 3

BASIC PROCEDURES

SECTION 4: PAYMENT OF TRANSPORTATION AND ACCESSORIAL CHARGES

3400. SERVICES PROCURED UNDER A PPGBL. Transportation and accessorial charges procured by PPGBL are paid for by the Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000. Billing instructions are set forth in chapter 5, paragraph 5005 and figure 5-4 of DoD 4500.34-R.

3401. SERVICES PROCURED UNDER CONTRACTUAL ARRANGEMENT (CONTRACT OR BASIC AGREEMENT PURCHASE ORDER)

1. PCSO Involved

a. Services Procured in CONUS. Bills covering packing, crating, unpacking, local drayage, and storage will be forwarded to the activity (PPO) which procured the services. The TMO will forward the original and one copy of the dealer's bill (certified that services have been rendered), a copy of the DD Form 1299, and one copy of the Marine's orders and endorsements thereto (indicating date of detachment) to the Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000, for preparation of a public voucher and subsequent payment by the disbursing officer thereat. For nontemporary storage, the contractor's invoice (certified that services have been performed), a copy of the DD Form 1299, and a copy of the Marine's orders or other written authorization will be forwarded with the original bill. Subsequent nontemporary storage invoices for the same lot do not require a copy of the DD Form 1299 or Marine's orders. The final billing for nontemporary storage lots will be annotated "FINAL BILLING." Upon submission to TVCB for payment, the final bill will be accompanied by the supporting documents causing termination of the storage such as:

(1) DD Form 1164 when delivery out of storage is incident to the same orders used for placing the HHG in storage.

(2) A copy of the new orders and applicable DD Form 1299 when termination occurs under a new entitlement.

b. Service Procured OCONUS. Bills covering packing, crating, unpacking, local drayage, and any other service purchased OCONUS will be paid by the disbursing officer serving the activity which made the procurement and charged against the appropriation, MPMC, shown in the Marine's orders. A copy of the paid voucher together with a copy of the DD Form 1299 and Marine's orders will be forwarded to TVCB.

2. PCSO Not Involved. Bills for contractual services (packing, crating, unpacking, drayage, and storage) which are not related to a PCSO (i.e., TAD/TDY, Government quarters assignment/reassignment or termination) will be forwarded to the activity TMO which procured the services. The TMO will forward the original and one copy of the dealer's bill (certified that services have been rendered) to the activity having funding responsibility for preparation of a public voucher and subsequent payment by the disbursing officer thereat. When forwarding the dealer's bill, it will be accompanied by supporting documents such as a copy of the Marine's orders (i.e., TAD/TDY/quarters assignment termination/reassignment orders) and DD Form 1299.

3402. TMO PROMPT PAYMENT RESPONSIBILITIES. To preclude any unnecessary delays and to ensure that payments are made in a timely manner, TMO's will take the following actions:

1. Stamp each invoice showing "ORIGINAL" and the date it was received.
2. Ensure that rates, charges, and appropriation data are correct.
3. Certify each invoice with the name of the certifying official and the activity address.
4. Ensure that each invoice and supporting documentation are forwarded to the appropriate paying office within 10 working days from the date the invoice was received.
5. Ensure that any invoice which offers a discount is marked "DISCOUNT OFFERED."



## CHAPTER 4

## TRANSPORTATION OF BOATS

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CHAPTER 4

TRANSPORTATION OF BOATS

4000. BASIC ENTITLEMENT (U5310F). Boats, including but not limited to, canoes, skiffs, sailboats, light rowboats, kayaks, and dinghies or sculls of any size, may be shipped as HHG.

4001. BOATS LESS THAN 14 FEET IN LENGTH (U5310F.2). Any boat as described in paragraph 4000 above, less than 14 feet in length without a trailer and dinghies and sculls of any size, may be shipped as HHG domestically in the same manner as other HHG as stated in JFTR, paragraphs U5320C, D and E. As an alternative, qualifying boats may be shipped using the direct procurement method (DPM).

4002. BOATS 14 FEET IN LENGTH AND LONGER OR UNDER 14 FEET WITH A TRAILER (U5310F.3). Boats in this category may be moved as HHG domestically under the domestic one time only (OTO) rate negotiated by MTMC, or under the DITY method of moving HHG as prescribed in JFTR, paragraph U5320E and chapter 5 of this Manual. Additionally, a Marine may be reimbursed for personally procuring transportation for moving a boat per paragraph U5320D of the JFTR and chapter 11 of this Manual. When transported under paragraph U5320D using a trailer, reimbursement will be 10 percent of the gasoline used by the towing vehicle as identified in paragraph 11505 of this Manual.

4003. INTERNATIONAL SHIPMENT OF BOATS (U5310F.4). Any boat, any size or weight and/or trailer which fits into a standard size overseas container, and is accepted by the carrier, may be shipped with the HHG shipment under the MTMC IPPRS rates.

1. Other boats may be shipped as international HHG under the international OTO boat rate negotiated by MTMC.

2. In cases where the HHG are shipped by the Marine at the same time as the boat, and the boat and/or trailer do not fit into a standard size overseas container, the HHG will also be shipped under an international OTO HHG rate.

4004. ESTIMATING EXCESS COSTS (U5310F.4)

1. The traffic management office will perform an estimated excess cost computation to determine potential excess costs which

might arise in connection with the movement of a boat and/or trailer as HHG for each shipment containing a boat. Refer to figure 4-1.

2. Marines will be counseled and provided a copy of the estimated excess cost worksheet. A copy of the worksheet signed by the Marine will be maintained in the shipment file.

4005. PROCEDURES FOR REQUESTING BOAT ONE-TIME-ONLY (BOTO) RATES.  
Procedures for requesting BOTO rates are provided in DoD 4500.34-R, chapter 5.

4006. OVERSEAS RESTRICTIONS

1. When shipping boats to an overseas location the MTMC, PPCIG volume II, should be consulted to determine if any restrictions, to include custom charges payable by the Marine on separation and retirement shipments, exist.

4007. OKINAWA SHIPMENTS

1. Okinawa is listed as a weight restricted area.
2. Boats shipped to Okinawa are subject to a commodity tax based on the market value of the boat.
3. Boat licenses cost approximately \$300. Boat registration fee is approximately \$80 per year.
4. Special crating at Marine's expense is approximately \$3 per cubic foot.

4008. HOUSEBOATS OR SAILBOATS AS PRINCIPAL RESIDENCE (U5505D).  
Shipment of houseboats or sailboats used as a principal residence are in lieu of shipment of HHG as discussed in chapter 10 of this Manual. When a Marine procures transportation under the TMO's authorization the following applies:

1. When transported by a licensed commercial transporter, the allowable costs, as outlined in U5505D and chapter 10 of this Manual, apply.
2. When boats are operated under their own power, reimbursement on the per mile basis outlined in U5510B.3 and paragraph 10304 of this Manual applies.
3. When towed, the mobile home allowance is limited to reimbursement of the expenses allowed under U5505D and E (tolls, fuel and oil, parking, and permit fees en route, etc.).

4. The Marine will comply with all provisions of chapter 10 of this Manual.
5. The Marine will provide a signed written statement to certify the vessel as the Marine's principal residence.

4009. COUNSELING REQUIREMENTS (U5310F). The Marine is responsible for all additional accessorial costs related to movement of the boat, including lift-on and/or lift-off services and arrangement for and payment of these services.

1. When a boat is shipped separately from HHG, significant excess costs normally occur and can often exceed the value of the boat. DD Form 1299 will include a statement indicating the counseling on potential excess costs and acknowledge item 3 on the reverse of the DD Form 1299.
2. A separate excess cost computation sheet (figure 4-1) will be prepared and provided to the member. A signed copy will be maintained in the shipment file.
3. Marines will be advised of additional excess costs associated with SIT/NTS, as applicable.

#### 4010. STORAGE OF BOATS

1. Nontemporary storage. The Marine is responsible for excess costs associated with boat storage. This includes all accessorial charges and special handling in/out charges that may occur.
  - a. Water storage is not authorized.
  - b. If the boat is over 14 feet or with trailer, the NTS contractor is not required to accept the boat.
  - c. Marine is responsible for preparing boat for storage. This includes cleaning, purging the fuel tank, and winterizing the boat.
  - d. JFTR paragraph (U5320D). The Marine may elect to arrange for storage at personal expense when the TMO is unable to make arrangements. Chapter 11 of this Manual identifies requirements for filing a reimbursement claim.
  - e. Paragraph U5340A.2 of the JFTR identifies excess cost calculations.
2. SIT/temporary storage. The Marine is responsible for excess costs associated with boat storage. This includes all

accessorial charges and special handling in/out charges that may occur, as well as the additional cost of actual storage charges over what it would have cost to store the same amount of HHG.

a. Boats less than 14 feet without a trailer shipped as HHG. SIT is the responsibility of the carrier accepting the shipment.

b. Boats 14 feet and over, tow away method. Shipment can be placed in SIT at a mobile home storage facility or any other participating SIT facility that is available. The Marine is liable for excess cost associated with shipping the same weight of HHG.

c. Boats 14 feet and over shipped by commercial boat hauler. Marine must arrange for SIT at origin and destination, coordinate with the responsible TMO, pay the storage bill and submit a claim for reimbursement on a DD Form 1351-2 with supporting documents to the Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000. The Marine is liable for excess cost over the cost to store the same weight of HHG.

4011. CLAIM FOR LOSS AND/OR DAMAGE. Refer to chapter 11 of this Manual.

4012. BOATS SHIPPED UNDER THE DITY METHOD. Refer to chapter 5 of this Manual.

4013. ACTUAL EXCESS COST CALCULATIONS. Figures 4-2 and 4-3 are sample excess cost computations in connection with movement of a boat as HHG domestically, when the boat is 14 ft or longer or when a boat is moved as an international shipment. Figure 4-4 is the excess cost calculation worksheet used by TVCB to calculate actual excess cost.

MARINE CORPS PERSONAL PROPERTY TRANSPORTATION MANUAL

SHIPMENT OF HHG FROM \_\_\_\_\_ TO \_\_\_\_\_

1. EST WT OF HHG \_\_\_\_\_ X (MRT) \_\_\_\_\_ cwt = \_\_\_\_\_

2. COST FOR SHIPPING BOAT \_\_\_\_\_

3. TOTAL COST AGAINST ENTITLEMENT (add lines 1 & 2) \_\_\_\_\_

4. AUTHORIZED COST - (SEE NOTE BELOW)

(WEIGHT) \_\_\_\_\_ X (HHG MRT) \_\_\_\_\_ cwt = \_\_\_\_\_

5. EXCESS COST (subtract line 3 from 4) \_\_\_\_\_

\*\*\*\*\*

NOTE - LN 4 WEIGHT: If Marine exceeds total authorized  
weight allowance, use full weight  
allowance

If Marine does not exceed total weight  
allowance, use actual weight shipped

Distribution: (1) copy to Marine:  
(1) signed copy for file:

Marine's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Figure 4-1.--Boat Shipment Estimated Excess Cost Computation.

## Shipment of a Boat as HHG

Marine Sergeant (E5) (9,000 lbs JFTR weight allowance) on PCSO's from El Toro, California to Camp Lejeune, North Carolina (2,593 miles)

Ships HHG weighing 4,380 lbs (less 10 percent & PB&E)  
 Moves boat weighing 14,000 lbs

The lowest military rate tender (MRT) weight utilized (MRT section 3 plus MAXPAK less discount) for shipment of 9,000 lbs is \$39.68/cwt. The BOTO rate for movement of the boat is \$2,945.80. The weight of the HHG and the boat exceeded the Marine's weight entitlement.

Step 1: Multiply the weight of HHG less 10 percent  
 times the authorized discounted rate  
 (3,942 lbs x \$39.68 cwt)= ..... \$1,564.19

Step 2: Add the cost of moving the boat: ..... \$2,945.80

Total cost against entitlement: ..... \$4,509.99

Step 3: To determine the maximum entitlement,  
 multiply the Marine's weight allowance  
 times the applicable MRT rate  
 (9,000 lbs x \$39.68 cwt) = ..... \$3,571.20

Excess cost to Marine: (actual cost  
 of HHG and boat less maximum  
 entitlement = ..... \$938.79

Figure 4-2.--Sample Boat Shipment Excess Cost Computation.

Marine Major (O4) (17,000 JFTR weight allowance) on PCSO's  
from Yuma, Arizona to Waldorf, Maryland (2,428 miles)

Ships HHG weighing 8,200 lbs (less 10 percent and PBP&E)  
Marine moves boat weighing 3,000 lbs

The lowest MRT rate utilized (section 3 plus MAXPAK less  
discount) for shipment of 17,000 lbs is \$63.95/cwt. The BOTO  
rate for movement of the boat is \$2,299. The weight of the  
HHG and the boat did not exceed the Marine's weight  
entitlement.

Step 1: Multiply the weight of HHG less 10 percent  
times the authorized discounted rate  
(7,380 lbs x \$63.95)= ..... \$4,719.51

Step 2: Add the cost of moving the boat: ..... \$2,299.00

Total cost against entitlement: ..... \$7,018.51

Step 3: To determine the maximum entitlement,  
add the weight of the HHG shipment  
(less 10 percent) and the weight of  
the boat, multiply the total weight  
times the applicable MRT rate  
(8,200 lbs - 10 percent + 3,000 lbs x  
\$63.95 cwt) = ..... \$6,638.01

Excess cost to Marine (actual cost  
of HHG and boat less maximum  
entitlement): ..... \$380.50

Figure 4-2.--Sample Boat Shipment Excess Cost  
Computation-Continued.



Marine GySgt (E7) (12,500 JFTR weight allowance) on PCSO's from Barstow, California to Pearl Harbor, Hawaii  
 Marine shipped HHG weighing 5,825 lbs (less 10 percent and PBP&E) Marine moves boat weighing 3,470 lbs

The lowest applicable rate (MTMC international rate) for shipment is \$81.76/cwt.

The BOTO rate for movement of boat is \$3,424.23.

The OTO rate for shipment of HHG is \$76.49/cwt.

The weight of the HHG shipment and the weight of the boat did not exceed Marine's weight allowance.

Step 1: Multiply the weight of HHG less 10 percent times the authorized international OTO rate:  
 (5,243 lbs x \$76.49) ..... \$4,010.37

Step 2: Add the cost of moving the boat: ..... \$3,424.23

Total cost against entitlement: ..... \$7,434.60

Step 3: To determine the maximum entitlement, add the weight of the HHG shipment (less 10 percent) and the weight of the boat. Multiply the total weight times the lowest MTMC international rate  
 (5,825 lbs - 10 percent + 3,470 lbs x \$81.76 cwt) = ..... \$7,123.75

Excess cost to Marine (actual cost of HHG and boat less maximum entitlement): .... \$10.85

NOTE: If the Marine does not exceed JFTR weight entitlement the excess costs would be the same amount even if there was just a cost comparison of the actual cost of shipping a boat and the costs of shipping the same weight of HHG.

Figure 4-3.--Sample International Shipment  
 Estimated Boat Excess Cost.

## BOAT EXCESS COST COMPUTATION WORKSHEET

Shipment of HHG/PBP&E from \_\_\_\_\_ to \_\_\_\_\_  
 lbs net/gross wt less \_\_\_\_\_ lbs PBP&E, less \_\_\_\_\_  
 computed tare (10/50 percent) of net/gross wt \_\_\_\_\_ lbs

Shipment of boat from \_\_\_\_\_ to \_\_\_\_\_

Weight of boat: \_\_\_\_\_ lbs

Weight of HHG (less 10 percent) and boat: \_\_\_\_\_ lbs

Total wt of HHG: \_\_\_\_\_ lbs x \_\_\_\_\_ cwt= \_\_\_\_\_

Cost of transporting boat: \_\_\_\_\_

Total cost against entitlement: \_\_\_\_\_

Authorized cost: \_\_\_\_\_ lbs x \_\_\_\_\_ cwt= \_\_\_\_\_

(Authorized JFTR weight entitlement on wt of HHG and boat,  
 whichever is less)

Excess cost: (cost less authorized cost) \_\_\_\_\_

MRT Rate: \_\_\_\_\_

MACPAC: \_\_\_\_\_

JFTR wt allowance: \_\_\_\_\_

NOTE: MRT and MAXPAK rate must be the lowest  
 discounted rate for the Marine's weight  
 allowance even if the Marine does not  
 exceed the JFTR maximum weight entitlement.

Figure 4-4.--Actual Excess Cost Boat Computation.

## CHAPTER 5

## DO-IT-YOURSELF (DITY) MOVING ENTITLEMENT AND PROCEDURES

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CHAPTER 5

DO-IT-YOURSELF (DITY) MOVING ENTITLEMENT AND PROCEDURES

SECTION 1: GENERAL

5100. REFERENCE. The basic entitlement for the DITY program is prescribed in JFTR, paragraph U5320E.

5101. DESCRIPTION. The DITY program permits Marines to use a personally procured rental truck/trailer or an authorized POV to move their HHG instead of having the Government arrange for shipment by commercial carrier. The Government will pay to the member 80 percent of the cost of what it would have cost the Government to move the property. Procedures to determine the incentive payment are discussed in paragraph 5202 of this Manual.

5102. VOLUNTARY PARTICIPATION. Participation in the DITY program is a voluntary option available to Marines or the next of kin of a deceased Marine.

5103. APPLICABILITY (U5320E.1). The DITY program is applicable to Marine Corps members who are eligible to move HHG at Government expense between points in the CONUS, between a point in the CONUS and Alaska via the Alaska ferry, or enroute to or from Canada via oceangoing ferry. The DITY program is also applicable to local moves at overseas commands in accordance with locally established procedures. All Marines moving between those points who are authorized shipment of HHG at Government expense are eligible to participate in the DITY program. This includes Marines in receipt of orders for PCS, TAD/TDY, separation, retirement, and local moves in and out of Government quarters, when entitled to shipment of HHG at Government expense.

5104. APPROVAL (U5320E.1)

1. Prior to performing a DITY move, a Marine must first obtain approval and counseling from a TMO/TO. Marines who fail to obtain TMO/TO approval WILL NOT be paid an incentive. In such cases, reimbursement is limited to actual expenses incurred as specified in U5320D and section 5 of chapter 11 of this Manual.

2. Prior to authorizing a DITY move, the TMO will determine if a DITY move is cost effective and that an actual shipment would have been made by the member if the DITY move was not performed. Shipment by DITY of those items normally considered accompanied

baggage is not authorized. Consideration should be given to the size and shape of the articles to be shipped as well as the total weight to be shipped. The TMO may deny use of the DITY option when it is not cost-effective.

3. Exception. If circumstances beyond the members control prevent obtaining prior authorization for the DITY move, a request for approval of an after-the-fact incentive payment may be requested from the CMC (LFT-4). The request must be submitted with all applicable documents (orders, proof of events, etc.)

5105. TYPES OF DITY MOVES. The following types of DITY moves are available to Marine members:

1. POV's/Trailer. Marines who personally own (or have written permission to use) a truck or trailer designed primarily for carrying cargo may participate in the DITY Program. The member will be required to show proof of ownership (registration) or written authority (specifying make, model, year, type of truck or trailer, and State license information) for use of a borrowed vehicle at the time of counseling. The counselor will annotate on the DD Form 2278 approval and will note the type of vehicle being used for the DITY move.

a. POV's authorized for this program are:

(1) Pickup/cargo trucks.

(2) Utility/cargo trailers.

(3) Vans capable of hauling cargo as determined by the TMO per paragraph 5104.2.

b. No allowances will be payable for any personal property contained in or on top of a vehicle primarily designed for passenger transportation; i.e., station wagons, two-door, four-door, and hatchback sedans.

c. No allowance will be payable for any personal property shipped in or on top of a recreational vehicle unless the vehicle is the member's primary residence. In those instances, refer to the procedures in chapter 10 of this Manual.

2. Rental Vehicles. Marines may choose to make DITY moves using a rental vehicle (same as types of authorized POV's), moving aids and/or packing materials. The member arranges for and procures the rental equipment and accessories using the operating allowance provided by the origin disbursing office and is responsible for all of the labor associated with driving, packing, loading, unloading, and unpacking.

3. You Load/They Drive. The You Load/They Drive method of DITY move is where the member procures services from a commercial carrier to provide line haul transportation services only. The member is responsible for all packing, loading, unloading, and unpacking.

#### 5106. DEFINITION OF TERMS

1. Constructive Government Costs (CGC). Cost had the Government performed the move. Estimated construction costs are calculated using the estimated weight. Actual construction costs are calculated using the actual weight of the shipment.

2. Incentive Cost Ceiling. Eighty percent of the constructive costs.

3. Incentive (Taxable Income). Incentive minus authorized actual expenses incurred by the member to perform the move. The incentive is subject to Federal and the applicable State taxes.

4. Advance Operating Allowance. Fifty percent of the CGC.

#### 5107. INCENTIVE PAYMENT

1. If authorized in advance by a TMO to perform a DITY move, the member is entitled to an incentive payment of up to 80 percent of what it would have cost the Government to ship a like weight of HHG, not to exceed the cost of the full authorized weight allowance. Computations for the cost comparison will be done by using the constructive MTMC domestic rate solicitation or the local drayage contract plus \$5 cwt or packing, whichever is less.

2. If a Marine arranges for shipment of HHG by procuring the services directly from a carrier of choice, even if directed by a TMO, it is not considered a DITY move and no incentive payment is authorized. The Marine will be reimbursed for only actual expenses, not to exceed what it would have cost the Government to move a like weight.

3. Refer to paragraph 5203 of this Manual for procedures to estimate incentive payments.

#### 5108. FINAL SETTLEMENT

1. Final incentive payment computations for other than locally funded moves are paid by the Commander (Code 470), Marine Corps Logistics Bases, Albany, Georgia.

2. Final incentive payment computations for locally funded moves are calculated and paid by the local disbursing officer.
3. Refer to paragraphs 5203 and 5204 of this Manual for procedures to obtain final settlement.

5109. COMBINATION DITY/GOVERNMENT MOVES. A Marine may choose to do a DITY move, a government arranged move (PPGBL, local contract, etc.), or a combination of the two, subject to entitlement limitations. Before approving combination DITY/Government moves, the TMO will do a cost comparison and advise the member of any possible excess cost involved. The DD Form 1797 will be annotated to indicate this counseling. If the Marine elects the combination, the DITY incentive will be based on the Marine's remaining weight allowance after the weight of previous Government arranged shipments have been deducted. Refer to paragraph 5205 of this Manual for excess cost calculations.

5110. ADVANCE OPERATING ALLOWANCES

1. All Marines who are authorized to perform a DITY move with a rental truck or trailer (to include separation/release from active duty, retirement, and locally funded moves to, from, and between government quarters) may elect to receive an advance operating allowance to defray expenses for fuel, oil, tolls, weight tickets, rental vehicle, equipment, etc. The authorized advanced operating allowance is computed at 50 percent of the CGC. Refer to paragraph 5202 and figure 5-1 of this Manual for procedures to compute the advanced operating allowances.
2. The TMO will require the Marine to fill out a DD Form 1701 (Descriptive Inventory of Household Goods) to determine the total estimated weight. A weight of 7 lbs per cubic foot will be used for each item indicated on the inventory.
3. To prevent unnecessary overpayment and collection actions in conjunction with a local move, the TMO may indicate an advanced operating allowance that is less than the 50 percent authorized (nearer to the estimated cost of the move).
4. The TMO will forward a copy of the paid disbursing voucher indicating the advanced operating allowances to or the local disbursing.
5. If the final claim is not received within 90 days, or the local disbursing office (as appropriate) will issue a pay checkage to recoup the advanced operating allowance.



5111. TRAVEL ALLOWANCE. When moving incident to PCS orders and performing a DITY move, the member and dependents are also authorized a monetary allowance in lieu of transportation if they ride to the new destination in the rental truck or POV that is performing the DITY move. Such allowances are in addition to the allowance paid under the DITY program and are processed on a separate travel voucher.

5112. PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT. There are no provisions in the JFTR for deducting the weight of professional books, papers, and equipment when performing a DITY move.

5113. COMBINED WEIGHT ALLOWANCES

1. A husband and wife who are both Marines may ship their combined authorized weight allowances as a DITY move. Married couples must furnish one copy of each Marine's orders, one DD Form 2278 with both Marines' names and social security numbers, but only one tare and one gross weight ticket representing the combined weight.

2. TMO's are required to construct the PPGBL incentive payment cost based on the combined weight for withholding tax purposes.

5114. UNAUTHORIZED ITEMS. Items not authorized for movement at Government expense are listed in the JFTR, appendix A. These items may be included in a DITY shipment after the shipment has been weighed and the net weight of the shipment has been established. Marines who do not follow the above guidelines are subject to forfeiture of their DITY entitlement.

5115. TEMPORARY STORAGE (U5375). Temporary storage is authorized for all DITY moves except local moves.

1. When a Marine personally procures storage, reimbursement, not to exceed what the cost to the Government would have been had the Government contracted for the storage, is authorized for a maximum period of 90 days. Personally procured storage includes extended vehicle rental time and commercial mini-warehouse storage.

2. When a Marine coordinates temporary storage with the destination TMO, temporary storage is authorized under the provisions of U5375A and chapter 8 of this Manual.

3. Monetary incentive payments are based on costs associated with the line-haul portion of the DITY move. The line-haul portion terminates at the time of storage.

4. When temporary storage is contracted by the Government, the Marine is liable for excess costs resulting from temporary storage of a DITY which exceed the cost of storage for a like amount of HHG had the DITY method not been used.

5. The TMO will select a storage option based on a cost comparison to determine the overall cost savings to the Government:

a. Extend Vehicle Rental Time. This type of storage arrangement is normally performed at the destination point and requires the approval of the destination rental agency to extend the vehicle rental time.

(1) Upon approval of the TMO, members directly reimburse the rental agency for the number of days that exceed the time prescribed in the initial rental contract and submit a claim for reimbursement.

(2) Use of an extended vehicle rental time will not exceed the costs of storage in an approved storage in transit warehouse. Cost comparisons will include handling in, handling out, storage, and other applicable charges.

b. Commercial Warehouses. If a mini-warehouse is used as the storage point, the member must pay the storage charges and file a claim for reimbursement per the procedures contained in chapter 11, section 5 of this Manual. The member may perform the delivery out of storage; however, an incentive payment is not authorized. Reimbursement will be based on the actual expenses incurred not to exceed what it would have cost the Government to store a like shipment of personal property. If the member does not wish to perform delivery, the TMO may make arrangements with the local contractor; however, the Marine is liable for any excess costs.

c. SIT Warehouse. This method of storage normally results in additional costs to the member for inventory preparation, or visual inspection resulting in the repacking of cartons.

(1) Charges for this service are payable by the Government, but are deducted from the Marine's incentive payment because it is considered part of the line haul. This can result in a pay checkage to the Marine depending on the amount shipped and costs of the storage.

(2) This type of storage requires issuance of a DD Form 1155, and annotated "FOR STORAGE IN CONNECTION WITH A DO-IT-YOURSELF MOVE." A copy of the DD Form 1155 must be forwarded by the TMO, to the Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000.

6. When shipments are placed in SIT and line haul movement is by DITY, the following charges must be deducted from the incentive payment:

- a. SIT handling in and handling out costs that exceed warehouse handling charges specified in the MTMC rate solicitation for the actual storage location.
- b. SIT packing charges that exceed \$5 per hundred weight (cwt).

5116. DELIVERY FROM SIT IN CONNECTION WITH A PPGBL MOVE. A DITY move will not be used in lieu of delivery out of storage to the local area when the shipment was placed into storage in connection with a PPGBL move. This includes when a separate entitlement exists upon assignment to Government quarters.

5117. PROCEDURES FOR REIMBURSEMENT OF SIT AND DELIVERY OUT

1. Members must furnish the TMO at the storage point, appropriate copies of orders and DD Form 2278 authorizing the line haul portion of the DITY move.

2. Claims for reimbursement of storage and/or delivery out expenses will be documented as follows:

- a. Original DD Form 1351-2 requesting reimbursement.
- b. Copy of DD Form 2278 authorizing a one-way DITY move.
- c. One copy of all orders and endorsements thereto.
- d. Original paid storage receipts if reimbursement is for storage in a commercial mini-warehouse.
- e. Copy of paid rental vehicle agreement showing extended vehicle usage if reimbursement is for storage as a result of extended vehicle rental time.
- f. Copy of paid vehicle rental agreement if reimbursement is for delivery out of storage expenses.

3. The TMO that arranged storage and delivery out will submit claims for reimbursement of expenses to the Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000, for payment. The DITY claim and the storage/delivery claim may be submitted separately.

5118. CERTIFIED WEIGHT TICKETS

1. Certified weight tickets are required on all DITY moves regardless of weight allowance or type of DITY move.
2. If the Marine is making more than one trip with the vehicle/trailer, a certified weight ticket must be obtained for each trip. When the same vehicle is used, only one tare weight is required, but separate gross weights for each trip must be included. Failure to weigh each load, will result in only the weight on the certified weight ticket being used for the computation of actual weight.
3. Certified weight tickets may be obtained at either government or certified public scales. Government scales should be used, if available and located within a reasonable distance from the Marine's residence. Gross and tare weight tickets will be furnished and conform to the following:
  - a. An imprint or official stamp of the activity where weight was obtained.
  - b. The signature and title of official certifying the weigh.
  - c. Marine's name, grade, and SSN.
  - d. Legible imprint of weight recorded and the date/time the shipment was weighed.

5119. CONSTRUCTIVE WEIGHTS

1. The use of constructive weight may only be authorized by the TMO when certified weight tickets were unable to be obtained through no fault of the Marine. Examples include, but are not limited to:
  - a. Moves performed on a weekend or holiday when public or government scales are closed.
  - b. The move occurred where scales were not reasonably available in the vicinity of the origin or destination of move.
2. To obtain approval of constructive weight, the Marine must submit to the destination TMO a properly completed DD Form 1701 (Descriptive Inventory of Household Goods) annotated on reverse side with the reason certified weights were not obtained. If the reason is justified, the TMO certifies the DD 1701 as accurate and complete. Once signed by the TMO, the DD Form 1701 serves as the authorization document for using constructive weights.

3. Marines who fail to obtain weight tickets are solely responsible for obtaining the authorization and certification of the DD Form 1701 for submission with their final settlement.

5120. INSURANCE COVERAGE. The personal property counselor at origin will advise Marines of the Government's liability and private insurance options. Refer to figure 5-2 for counseling requirements.

5121. CLAIMS FOR LOSS AND/OR DAMAGE. Marines have a right under the Military Personnel and Civilian Employee's Claims Act (31 USC, sections 3701 and 3721) to file a claim with the Government for loss and/or damage. Because DITY move participants are responsible for arranging the entire move, claims will generally not be paid except when an act transpires that is beyond the control of the Marine. Refer to chapter 11 for procedures for filing DITY move claims.

5122. TAXES

1. All incentive payments are subject to 28 percent Federal withholding tax, and the appropriate State tax. Taxes are assessed on a post-move basis (actual weight, minus actual expenses) by the Commander (Code 470), Marine Corps Logistics Bases, Albany, Georgia 31704-5000, or local disbursing office, depending on the type of move. Only that portion of the incentive payment that is considered financial profit is taxed.

2. When requesting a DITY move, Marines will be required to identify their State of legal residence for State income tax purposes in Block 6 of the DD Form 2278.

3. For Marines who claim nontaxable status as a legal resident of their State, the phrase "NON-TAX-STATUS", will be entered in block 6 of the DD Form 2278.

4. It will be the Marine's responsibility to furnish the TMO the required information. The State of legal residence can be obtained from Block 16 of MCFC Form 7220/39 (Leave and Earning Statement).

5123. DITY MOVE CERTIFICATE. The DITY move certificate (figure 5-3) will be completed by the member indicating all gas, oil, and toll expenses. Receipts for gas, oil, and tolls should be maintained with the member's records, but SHOULD NOT be submitted with the claim package. Refer to paragraph 5203 of this Manual for reimbursement procedures.

5124. LABOR COSTS. The net monetary profit, if any, will be used to defray any cost incurred for the hiring of labor to assist in loading, driving, and/or unloading the vehicle.

5125. COSTS WHICH EXCEED THE 80 PERCENT INCENTIVE. Marines may be authorized to receive up to 100 percent of the constructive costs when their expenses exceed the 80 percent constructive costs. Costs in excess of the 100 percent constructive costs are the responsibility of the Marine.

CHAPTER 5

DO-IT-YOURSELF (DITY) MOVING ENTITLEMENT AND PROCEDURES

SECTION 2: PROCEDURES

5200. TMO RESPONSIBILITIES

1. Advise all members of the DITY option. Counsel and approve application for DITY for eligible members. Prepare the necessary paperwork and provide counseling to members who visit the PPO to request a DITY move regardless of the area of responsibility of the pick up point.
2. Authorize and compute an advance operating allowance to eligible individuals, when applicable. Forward copy containing disbursing voucher number and amount paid to (for other than local moves).
3. Authorize the type vehicle to be used for the DITY move. Inform the Marine of the types of vehicles authorized in performing a DITY move and identify the type of vehicle to be used in block (g) of DD Form 2278.
4. Prepare a DD Form 2278, Application for Do-It-Yourself Move and Counseling Checklist (figure 5-4) and counsel Marines using the DITY move counseling guide (figure 5-2).
5. Inform the Marine of the importance of accomplishing a complete inventory (DD Form 1701) and assist in calculating an accurate estimated weight. The most common occurrence of excess cost occurs when the actual weight moved is less than the estimated weight used to compute the advance operating allowance.
6. Compute and estimate constructive Government cost based on the Marine's estimated weight. Advise the Marine that this estimate is based on the estimated weight and is only an estimate. Final settlement will be based on actual weight or maximum authorized weight allowance, whichever is less.
7. Advise the Marine of the requirement to submit a legible certified weight ticket showing tare and gross weight, DD Form 2278, orders, and a DITY Move Certificate to . The documents and claim for incentive payment must be mailed within 45 days after completion of the move to preclude issuance of a DD Form 139, Pay Adjustment Authorization, for recovery of advanced operating allowances received.
8. Advise the Marine to keep copies of all rental contracts, invoices, and receipts (gas, oil, tolls, weight tickets, etc.)

directly relating to the DITY move. The Marine should total the authorized moving expenses and list them on the DITY Move Certificate (figure 5-3).

9. Inspect a certain amount of DITY moves within established inspection guidelines. Any evidence of improper actions should be corrected and immediately reported to the NIS.

5201. DD FORM 2278 PREPARATION AND DISTRIBUTION. The DD Form 2278, with appropriate copies of orders, is the primary source document for the counseling and authorization of a DITY move.

1. Preparation. The TMO will complete all blocks with special attention to the following blocks:

a. Block 4. Indicate paying office as follows:

(1) One-Way Moves. Enter Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000, for incentive payment.

(2) Local Moves. Enter the local disbursing office serving the activity, for incentive payment.

b. Block 5. Enter the permanent mailing address where mail will be expeditiously forwarded to the Marine.

c. Block 6. Enter the Marine's State of legal residence for State income tax purposes. If the Marine claims a nontaxable status as a legal resident of the State designated, the phrase Non-Tax Status will be entered.

d. Block 7 and 8. Advise Marines of their entitlement and responsibilities, and insert applicable entries as required.

e. Block 9

(1) Enter estimated constructive Government costs, estimated incentive payment and advanced operating allowance authorized in Blocks 9A 1 through 4 and complete Block 9E.

(2) The disbursing office paying the advanced operating allowance will complete Blocks 9b, c, and d.

f. Block 10. The Marine and the counselor will both sign DD Form 2278 before the DITY move is performed.

g. Blocks 11 and 12. Certify as follows:

(1) One Way Move. The Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000, will accomplish the TMO



certification upon receipt of claim for incentive payment from the Marine.

(2) Local Move. The local TMO will provide certification after completion of the local move and return of weight tickets. In addition, the TMO will extract the appropriation data from the orders funding the move and enter the data in Block 11a. The Marine will then be directed to the local disbursing office for final incentive settlement.

2. Distribution. Distribution instructions for DD Form 2278 are as follows:

a. Local Moves

(1) The TMO will retain one copy for origin files.

(2) Marines retain remaining copies (original and four copies) for distribution as follows:

(a) Two copies are submitted to the local disbursing office, when requesting an advanced operating allowance.

(b) Marines retain remaining copies for personal files.

b. One-Way DITY Moves

(1) TMO will retain one copy for origin files.

(2) Marine retains remaining copies (original and three) for distribution as outlined in paragraph 5203 of this Manual.

(3) One copy of DD 2278 containing the disbursing voucher number and amount paid (if an advanced operating allowance was received) will be forwarded to the Commander (Code 470), Marine Corps Logistics Bases, 814 Radford Drive, Albany, GA 31704-5000.

5202. CALCULATING ESTIMATED INCENTIVE

1. The origin TMO makes the initial cost comparison on DD Form 2278 when counseling the Marine to determine the estimated constructive cost, and to provide the Marine with an estimated advanced operating allowance and incentive payment.

2. On one-way moves within CONUS, points in Alaska and points in Canada. The TMO computes the mileage between the authorized points based on the point-to-point mileage in the Household Goods Carriers Bureau Mileage Guide. Alaska is not considered OCONUS for performing a DITY move.

3. The TMO will use code 1 line haul rates in sections 3, 4, 5, or 6 of the Military Traffic Management Command (MTMC) Domestic Rate Solicitation Guide, to establish the appropriate rate for all shipments (except local moves), with a \$5 MAXPAK rate added (see figure 5-5). Apply rates when the break point applies.

4. On local moves, the rate specified in the local drayage contract will be used, times the authorized weight. Ensure the local move rate is annotated in Block 9 or (2). Exceptions are shipments under U5355C, U5355D.2, U5380G.2b, U5355D.1, and U5380G.2a for which there are no weight limits.

5. When boats are shipped separately using the DITY program, the \$5 packing charge will not be used in computing constructive costs.

#### 5203. CLAIMS PACKAGE TO DETERMINE FINAL COSTS

1. Final cost will be computed using figure 5-1.

2. Figure 5-1 provides instructions for submitting claims for final settlement.

3. The following documents must be submitted with the claim package:

- DD Form 2278 (signed and dated)
- One copy of the Marine's orders to include all modifications and endorsements
- Certified weight tickets
- Completed DITY Move Certificate (figure 5-3)
- DD Form 1701 with TMO certification (when constructive weights are authorized)
- Copy of housing assignment or termination letter (lcl move)
- Contract with the rental company for moving vehicle rental, (if applicable)
- DD Form 1351-2 (Travel Voucher)

The following is not required to be forwarded with the completed claims package but must be retained by the member along with the completed package for 7 years.

- Invoices and receipts for expenditures directly related to the DITY move.
- Leave and Earning Statement (LES)
- Claims for dependent travel (DD Form 1351-4)
- Original orders
- DD 1701 (Household Goods Descriptive Inventory)
- NAVCOMPT Form 2277 (Voucher for Disbursement or Collection)

5204. LOCAL MOVE FINAL COSTS. When local funds are used, the TMO will use figure 5-1 to compute final costs. The applicable State tax rate will be used.

5205. EXCESS COSTS

1. Involving Shipments

a. Marines Remaining in a Pay Status

(1) If the DITY move is the last shipment made, PPGBL constructive cost and incentive will be based on the Marine's remaining weight allowance or the actual weight shipped whichever is less. If the PPGBL shipment is last, annotate the DD Form 1299 with the DITY information and annotate Block 34 of the PPGBL (paying officer review), check (other) block on the PPGBL and enter in Block 25 (Remarks), "DITY MOVE."

(2) The Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000 is responsible for determining the final excess cost when there is more than one shipment on the same set of orders when the Marine remains in a pay status.

b. Marines Moving Incident to Separation or Release from Active Duty Orders. When DD Form 2278, block 2, indicates that other shipments have been made on the same orders, the TMO preparing the DD Form 2278 will review the documentation of all previous shipments and determine if the Marine will incur any excess cost; if there is excess cost, collect such cost before authorizing the move.

2. DITY Move Only

a. Distance. Excess costs incurred in shipments made for distances in excess of those authorized by orders are collected from the member.

b. Miles and/or days. Members who exceed the allowed number of miles and/or days as stipulated on the rental contract agreement are required to pay the extra cost directly to the contractor.

c. One hundred percent of the PPGBL constructive cost. DITY move costs which exceed 100 percent of the PPGBL constructive cost will be collected from the Marine.

5206. MARINES COUNSELED AT OVERSEAS COMMANDS

1. Overseas TMO's are authorized to perform DITY move counseling, prepare the DD Form 2278, and authorize advance

operating allowances when a member requests to perform a DITY move.

a. When a member stationed overseas is unsure of executing the DITY move option, the TMO shall advise the member to report to the nearest PPO in CONUS prior to effecting a DITY move. The overseas origin TMO will ensure that a statement indicating that the Marine was counseled concerning DITY moves is entered, and initialed by the Marine, in the remarks block (Block 13) of the DD Form 1299 if a shipment is made from overseas. For example, "MBR advised to report to the nearest PPO before effecting a DITY move within CONUS."

b. When an advance operating allowance is authorized by the TMO, the allowance will not be provided to the member until 10 days prior to the date of the port call.

2. Overseas commands unable to prepare DD Form 2278's due to nonavailability of applicable rates will advise Marines desiring to perform a DITY move in CONUS to report to the nearest CONUS PPO prior to performing the DITY move. The overseas origin TMO will ensure that a statement indicating that the Marine was counseled concerning DITY moves is entered, and initialed by the Marine, in the remarks block (Block 13) of the DD Form 1299 if a shipment is made from overseas. For example, "MBR advised to report to the nearest PPO before effecting a DITY move within CONUS."

#### 5207. MARINE'S RESPONSIBILITIES

1. Obtaining necessary equipment, materials, and vehicles to safely transport the property.
2. Locating scale for gross and tare weight.
3. Obtaining certified gross/tare weights.
4. Upon completion of the move, submit final DITY claim with all required supporting documentation.
5. Provide proof of State of legal residence for tax purposes.
6. Maintain copies of all contracts, receipts, and a copy of the claims package.

5208. COUNSELING. Each Marine requesting to perform a DITY move shall be counseled using the DITY move counseling guide, figure 5-2 and the DD Form 2278. A copy of the DD Form 2278 will be maintained on file in the member's shipping file.

5209. LIQUIDATION. Members must liquidate their DITY move by filing a claim. In the event the claim is not liquidated within 45 days after the advance is received, MCLB, Albany or the local disbursing office, as applicable, shall initiate collection action for the entire amount of the advanced operating allowance.

1. Estimated Incentive Computation. TMO's will use the correct domestic segmented baseline rate when computing the Government's constructive cost when the weight break point applies in the Domestic Rate Solicitation. When the weight break point applies, use the minimum weight and baseline rate. (Example:  
7000 lbs moving 1000 miles - Constructive Government cost would be computed as follows:)

A. Transportation:	7,000 shipped as 8000 lbs @ \$28.75 cwt	= \$2,300.00
B. Packing:	7,000 lbs @ \$5 cwt	= \$ 350.00
C. Constructive Government Cost:		= \$2,650.00
D. Constructive Cost (80%) :		= \$2,120.00
E. Advanced Operating Allowance (Line C x .50%):		= \$1,325.00

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2. Final Incentive Payment Computation.

A. Transportation:	Amt shipped _____ @ \$_____ cwt	= \$
B. Packing:	Amt shipped _____ @ \$5.00 cwt	= \$
C. Constructive Government Cost (Lines A + B):		= \$
D. Constructive Cost 80 percent (Line C x 80%):		= \$
E. Member's Moving Expenses:		= \$
F. Member's Taxable Income (Line D - E):		= \$
G. Operating Allowance (Line C x 50%)		= \$
I. Federal Tax 28 percent (Line F x .28%):		= \$
J. Applicable State Tax (From State Tax Table) (Line F x .__%)		= \$
K. Net Monetary Allowance Due Member (Line D - I - J - G):		= \$

Figure 5-1.--Sample DITY Incentive Computation.

THE DITY PROGRAM. A DITY move is an offered alternate means of moving personal property. Although the method is encouraged, it is not mandatory. A payment of 80% of what it would have cost the government to move your property will be paid to you to perform a DITY move. Once your actual costs are deducted from the 80 percent, the remainder is your financial profit, less applicable Federal and State taxes.

ESTIMATING WEIGHT AND EXCESS COSTS. If your actual moving costs exceed what it would have cost the Government, the additional costs will be at your expense. The most common occurrence of excess cost is when the actual weight moved is less than the estimated weight used to compute the advance operating allowance. If you draw an advance operating allowance which exceeds the actual constructive costs to the Government, a pay checkage will occur to re-coup the excess amount. The most important step in avoiding excess costs is accurately estimating the weight to be moved.

INCENTIVE ESTIMATES. Incentive payment estimates provided at the time of counseling, are estimates only! Final settlement is based on the actual weight moved, subject to 28 percent Federal withholding tax and the applicable percent State tax.

WEIGHT TICKETS. To determine the weight actually moved, you must obtain a weight ticket for the empty weight of the vehicle and then again for the vehicle after it is loaded. This can be done at origin, destination, or enroute. No passengers are to be in the vehicle when obtaining the weight tickets.

OPERATING EXPENSES. The costs you incur to perform the move are not taxable. Authorized expenses include payment to rental companies for rental vehicles/trailers, packing materials, moving equipment (hand trucks or appliance dollies), blanket wraps, gasoline and oil expenses, itemized expenses that may be directly related to the DITY move such as tolls, weight tickets, etc., are deducted from the incentive payment to determine the financial profit for taxable purposes. The financial profit, if any, will be used to defray any cost incurred for the hiring of labor to assist in loading, driving, and/or unloading the vehicle.

AUTHORIZED VEHICLES. The vehicle used to perform the DITY move must be approved by the TMO.

YOUR RESPONSIBILITIES:

- Obtaining necessary equipment, materials, and vehicles to safely transport the property.
- Locating weight scales.
- Obtaining certified weight ticket(s) reflecting both a gross weight and tare weight.

Figure 5-2.--DITY Move Counseling Guide.

FINAL SETTLEMENT. Immediately upon completion of the DITY move, submit the DITY claim package for:

- a. Local moves to: Local Disbursing Office.
- b. All other moves to: CDR (Code 470), MCLB Albany, GA 31704-5000.

The following documents must be submitted with the claim package:

- DD Form 2278 (signed and dated)
- Copy of your orders with all modifications and endorsements
- Certified weight tickets
- Completed DITY Move Certificate (Figure 5-3)
- DD Form 1701 with TMO certification (when constructive weights are authorized)
- Copy of housing assignment or termination letter (local move)
- Contract with the rental company for vehicle/trailer rental
- DD Form 1351-2 (Travel Voucher)

The following is not required to be forwarded with the completed claims package but must be retained by the member for 7 years.

- Invoices/receipts for expenditures directly related to the DITY move.
- Leave and Earning Statement (LES)
- Claims for dependent travel (DD Form 1351-4)
- Original orders
- DD 1701 (Household Goods Descriptive Inventory)
- NAVCOMPT Form 2277 (Voucher for Disbursement or Collection)

If you received an advanced operating allowance and do not submit your final settlement within 45 days after the start of the move, a pay adjustment authorization will be performed to recoup the advanced operating allowance.

INSURANCE COVERAGE. If using a trailer, check auto insurance policy to ensure they are properly covered in case of loss and/or damage. Although many auto insurance companies extend coverage for trailers that are towed behind a privately owned vehicle; some may not. Additional insurance, if required, must be purchased by the you and is not reimbursable.

If involved in an accident, it is possible that a claim may be filed against you, your insurance company, and/or the Government. Liability in such cases is determined by the law of the State where the accident occurred. In the past, it has been held by many courts that Marines operating privately owned or rented vehicles on change of station moves are not acting within the scope of their employment. Therefore, you are not protected by the Federal Torts Claims Act and may be held liable if you have inadequate insurance coverage to satisfy all damage and third party injury claims or lawsuits resulting from the accident.

Figure 5-2.--DITY Move Counseling Guide--Continued.



If involved in an accident while performing a DITY move, you should advise the Staff Judge Advocate at the military installation nearest the accident site.

DITY MOVE CLAIMS. You are responsible for preventing loss and/or damage before, during, and after the move. Claims will be submitted per NAVMC 2760, It's Your Claim Booklet. Because DITY move participants are responsible for arranging the entire move, claims for loss and/or damage will generally not be paid except in those cases where an act transpires that is beyond your control (vehicle accident, fire, or theft, etc.) and it is determined that you are free of negligence.

FRAUDULENT SHIPMENTS. Shipment of unauthorized items, fraudulent weight tickets, bogus expenses or to unauthorized destinations are illegal. Any evidence of improper actions will be immediately reported to the NCIS. If you make a fraudulent shipment, you are subject to forfeiture of your entitlement and all costs will be at personal expense. In addition, criminal charges may be filed.

STORAGE. Temporary storage is only authorized for DITY moves only when circumstances occur that prevent delivery to a residence. When temporary storage is contracted by the Government, you are liable for excess costs resulting from temporary storage of a DITY which exceed the cost of storage for a like amount of HHG had the DITY method not been used. Reimbursement for commercial storage is based on the actual expenses incurred not to exceed what it would have cost the Government to store a like shipment of personal property. Temporary storage is not authorized in connection with a local move.

Figure 5-2.--DITY Move Counseling Guide--Continued.

Figure 5-4--DD Form 2278 (Application for Do-It-Yourself  
Move and Counseling Checklist.

## CHAPTER 6

## LOCAL MOVES

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CHAPTER 6

LOCAL MOVES

6000. GENERAL (U5355). Incident to a PCS, a local move is within the same city, town, or metropolitan area. Local moves not incident to a PCS involve a move between residences within the daily commuting distance of the PDS.

6001. ASSIGNMENT TO GOVERNMENT OR GOVERNMENT CONTROLLED QUARTERS (U5380/U5355)

1. When Marines are assigned to Government or Government controlled quarters, a local move at Government expense is authorized from the off-station local economy housing (the place from which the Marine commutes to work daily) to the Government assigned quarters. Barracks, BEQ's, BOQ's, and base controlled mobile home lots are also considered Government quarters. These provisions apply only when no quarters were available at the time the Marine reported to the new PDS and the Marine was placed on a waiting list. The following statement will be entered on the Application for Shipment and/or Storage of Personal Property (DD Form 1299): "I commute from (origin residence) to my duty assignment on a daily basis."

2. The Marine's PCS weight allowance or the Department of Defense Appropriations Act limit (18,000 lbs) does not apply to local moves.

3. Storage. Nontemporary storage of overflow items that cannot be accommodated in the assigned quarters is authorized Government expense.

4. Funding. Funding of these local moves and storage is the responsibility of the activity which controls the housing.

6002. REQUIRED TO VACATE ASSIGNED GOVERNMENT QUARTERS IN CONUS (U5355C). Marines who become ineligible for Government quarters and are required to vacate the quarters in CONUS because their dependents no longer reside with them due to separation, divorce, or because their dependents returned home to care for an ailing parent, will be authorized a local move of their HHG at Government expense. This authorization also applies to Marines whose assignment to Government quarters is terminated at the direction of the activity commander for just cause.

1. Termination of Nontemporary Storage. Nontemporary storage previously authorized due to overflow under this paragraph must be terminated within 60 days from the date quarters terminated.

2. Funding. Funding of these local moves and storage is the responsibility of the activity which controls the housing O&MMC fund.

3. NTS is not authorized.

4. Refer to chapter 7 of this Manual for entitlement upon separation or retirement.

6003. REQUIRED TO VACATE ASSIGNED GOVERNMENT QUARTERS OVERSEAS. Marines required to vacate assigned quarters at an overseas activity for the reasons cited in paragraph 6002, preceding, will be authorized a local move and/storage of their HHG.

1. Any shipment required to transport the HHG to an authorized nontemporary storage facility will also be at Government expense.

2. Funding. Funding of these local moves is the responsibility of the activity which controls the housing.

6004. VOLUNTARY TERMINATION OF GOVERNMENT QUARTERS. When a Marine requests to voluntarily terminate Government quarters for personal reasons, such as a desire to occupy a civilian residence in the vicinity of the duty station, the necessary drayage and/or storage cost of the HHG under such conditions will be at the Marine's expense.

6005. LOCAL MOVE FROM GOVERNMENT QUARTERS INCIDENT TO SEPARATION OR RETIREMENT (U5360F). A Marine authorized shipment of HHG in connection with separation, relief from active duty, or retirement, who is required by competent authority in the interest of the Government to vacate Government quarters or other quarters under the jurisdiction of the service, is entitled to a local move of HHG at Government expense from the vacated quarters to a temporary residence in the local vicinity.

1. Funding of these local moves will be taken from the separation/retirement orders.

2. The Marine's PCS weight allowance or the Department of Defense Appropriations Act limit (18,000 lbs) does not apply to this local move.

3. (U5360/U5365) A later shipment from the temporary residence within the prescribed time limits of the separation/retirement entitlement and the Marine's prescribed weight allowance is authorized to the place elected by the Marine for travel allowance.

4. The DD Form 1299 will be annotated to reflect local drayage in anticipation of a subsequent move.

6006. REASSIGNMENT OR PCS. Local movements of HHG under the authority of the JFTR, paragraph U5355B, must be supported by a written statement from the Marine's new commanding officer certifying that the local move is necessary as a direct result of the PCS or reassignment order, whichever is applicable.

6007. LOCAL MOVES OF MOBILE HOMES. Refer to chapter 10 of this Manual.

6008. TEMPORARY STORAGE. Temporary storage is not authorized in connection with a local move.

## CHAPTER 7

## SEPARATION/RETIREMENT

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## CHAPTER 7

## SEPARATION/RETIREMENT

## SECTION 1: SEPARATION FROM THE SERVICE/RELEASE FROM ACTIVE DUTY

7100. GENERAL INFORMATION (U5360). Shipment of HHG, within prescribed weight allowance, may be made between any points, subject to the following limitation in cost, as applicable:

<u>From</u>	<u>To</u>
The member's last or any previous permanent duty station	The member's HOR or the place from which ordered to active duty - the point that the member elects for the purpose of receiving travel allowances
A designated place to which the member's HHG were transported at Government expense	Same as above
A place of authorized storage	Same as above

7101. SHIPMENT TO LOCATIONS OTHER THAN THOSE AUTHORIZED (U5360A). A Marine may request shipment of HHG to a location other than the locations authorized, if willing to pay all costs in excess of what it would have cost to ship a like weight to an authorized location. If shipment is being requested to an unauthorized location and excess cost will be incurred, the member must pay the excess cost prior to release of the shipment.

7102. PERSONAL PROPERTY NOT AUTHORIZED TO BE SHIPPED (U5360A). Shipment from the HOR or place of entry of any HHG not brought into service for use in the member's household at any time during the individual's current tour of active duty is not authorized.

7103. SHIPPING TIME LIMIT. Entitlement to shipment begins on the date orders are issued and terminates on the 181st day following separation from the service or relief from active duty unless a written application for shipment has been turned into a TMO prior to the 180th day. When an application for shipment has been turned in to the TMO within 180 days, the HHG must be

turned over to a carrier for shipment as soon as possible after such application has been submitted. The TMO will determine what time limit is practical based on the facts and circumstances in each case.

7104. EXTENSIONS TO TIME LIMIT FOR SHIPMENT OF HOUSEHOLD GOODS

1. In cases where an unexpected event beyond the member's control occurs which prevents turning over HHG within the authorized time limit specified above, a request for additional time may be submitted prior to expiration of entitlement. The request should be mailed to:

Commandant of the Marine Corps (LFT-4)  
Headquarters, U.S. Marine Corps  
2 Navy Annex  
Washington, DC 20380-1775,

2. Such requests will contain, as a minimum, the following:

- Copy of applicable discharge/separation orders.
- Copy of DD Form 1299.
- Justification with supporting documentation of why the HHG cannot be turned over for shipment. (Failure to provide justification/supporting documentation will result in denial of the request.)
- The anticipated date that the HHG can be turned over for shipment.
- A contact phone number where the individual can be reached during normal working hours.

3. If the entitlement is due to expire, requests may be faxed to DSN 226-0841 or commercial 703-696-0841.

4. The TMO will provide the required support to assist Marines in requesting extensions of their entitlement. Marines will not be advised to contact HQMC unless a problem exists. Figure 7-1 is an instruction sheet which may be locally produced by the TMO and provided to Marines requesting entitlement or storage extensions requiring approval by HQMC.

7105. STORAGE (U5360B)

1. NTS. A Marine who is authorized shipment of HHG in paragraph 7101 above, is also entitled to NTS of HHG. The

entitlement begins on the date orders are issued and terminates on the 180th day from the termination of active duty. NTS cannot be extended at Government expense. The shipment may remain in NTS for an additional 180 days, with the Government acting as the Marine's agent, if the following criteria are met:

- a. Approved by the CMC (LFT-4), and
  - b. The member agrees to pay all storage charges beyond the authorized 180 days from the separation date.
2. Temporary Storage. Temporary storage is authorized for any portion of a Marine's HHG that have not been placed in NTS for up to 90 days. For details on extension of temporary storage see chapter 8 of this Manual.
  3. Temporary Storage in Connection with Shipment from NTS
    - a. Temporary storage in connection with shipment from NTS is not authorized except when all of the following occurs:
      - Conditions beyond the Marine's control.
      - Conditions arise after shipment has been released from NTS.
      - Authorized or approved by the TMO.
    - b. If all of the conditions have been met, the approving TMO will annotate the documentation and ensure a copy is provided to .

7106. ORDERED FROM OVERSEAS TO CONUS TO AWAIT SEPARATION  
(U5345H.2 AND U5360)

1. Shipment of HHG within the prescribed weight allowance is authorized from overseas to the place in CONUS to which ordered to report to await separation. If the Marine's final destination is unknown, the shipment should be placed directly into NTS, however, if the Marine desires to take possession of the property at the separation point, no further shipment is authorized.
2. If the Marine knows the intended location, the property should be shipped directly to the final destination. The orders returning the Marine to CONUS must identify the Marine's home of record and place from which called/ordered to active duty.
3. If the final destination is not known, shipment to a place other than where the member is ordered to report is authorized provided:

a. The orders returning the Marine to CONUS to await separation identify the Marine's HOR and the place from which ordered to active duty, as required by MCO P1000.6E, paragraph 4400.2m.

b. The Marine agrees to pay any excess cost in advance of shipment.

NOTE. Transportation costs payable to the Government may not exceed what it would have cost the Government to ship the HHG from the overseas duty to the CONUS separation processing station and reshipment to the authorized place elected by the member for travel allowances.

7107. ORDERED HOME TO AWAIT DISABILITY (U5360H). A Marine who is found by a physical evaluation board unfit to perform the duties of the Marine's rank or grade and is not entitled to a Home of Selection (HOS) move, but who, for the convenience of the Government, is ordered home or to a designated location to await the results of the disability proceedings is authorized shipment of HHG to the home or designated location, providing the Marine signs a release not to contest the results of the physical evaluation board. The Marine may move the HHG again after receipt of separation orders, if willing to pay any excess cost for exceeding the entitlement for one shipment of like weight from the PDS at the time the Marine received the orders home or to a designated location to the point to which the Marine is entitled incident to separation, less the amount already paid to the waiting point.

Example 1:

1. Marine's PDS - Okinawa
2. Ordered home to Texas to await medical evaluation
3. Ships HHG to Texas (cost \$4,000)
4. Receives separation with severance pay and has over 8 years service (authorized HOS move)
5. Requests to ship HHG to Virginia

Cost from Okinawa to TX	\$4,000 +
Cost from TX to VA	\$2,000
Total	\$6,000
Cost from Okinawa to VA	\$5,000 -
Excess Cost	\$1,000

## Example 2:

1. Marine's PDS - Okinawa
2. Ordered to a designated location (FL) to await medical evaluation
3. Ships HHG to FL
4. Receives separation orders (authorized HOR move)
5. Requests to ship HHG to KY (HOR)

Cost from Okinawa to FL	\$5,000
Cost from FL to KY	\$3,000 +
Total	\$8,000
Cost from Okinawa to KY	\$5,000 -
Excess Cost	\$3,000

## Example 3:

1. Marine's PDS - Okinawa
2. Ordered home to GA to await medical evaluation
3. Ships HHG to GA (HOR)
4. Receives separation orders (authorized HOR move)
5. No further shipment is authorized

7108. MEMBER REQUIRED TO VACATE GOVERNMENT OR GOVERNMENT  
CONTROLLED QUARTERS UPON SEPARATION FROM THE  
SERVICE OR RELIEF FROM ACTIVE DUTY (U5360E)

1. A Marine who is assigned to Government or Government controlled quarters, is in receipt of separation orders or a certificate in lieu of orders and is required to vacate the quarters, is authorized a local move at Government expense to a temporary residence in the vicinity of the vacated Government/ Government controlled quarters. The Marine's PCS weight allowance or the 18,000-lb limit does not apply for this local move. PCS appropriation data will be used to fund the local move. The following statement will be placed in the remarks section of the DD Form 1299, "Local Move authorized per JFTR, U5360G."

2. A subsequent shipment is authorized within prescribed time limits and prescribed weight allowance, from the temporary residence to the home of record or place from which called/ ordered to active duty (or any other location if willing to pay any excess costs). The accounting data cited in the member's separation orders will be used to fund both moves.

7109. TRANSPORTATION OF HHG PRIOR TO ISSUANCE OF ORDERS. Shipment of HHG prior to issuance of orders is authorized provided the separation/retirement has been approved by the

CMC (MM) and a letter of intent to issue orders or a certificate in lieu of orders has been issued. Refer to paragraph 2201 of this Manual for counseling requirements.

7110. SEPARATION UNDER OTHER THAN HONORABLE CONDITION

1. Marines stationed in CONUS:

- a. Without dependents - shipment of HHG is not authorized.
- b. With dependents - shipment of HHG is not authorized, unless approved by the CMC (MMOS).

2. Marines stationed OCONUS -

- a. Dependent travel authorized - shipment of household goods may be authorized if approved by the CMC (MMOS).
- b. No dependent travel - shipment of HHG may be authorized by the officer exercising special or general court-martial jurisdiction over the Marine, when it is in the best interest of the Government.

7111. COUNSELING. At a minimum the TMO will counsel members on the following:

- 1. Authorized locations (last PDS to HOR or place ordered to active duty).
- 2. Excess cost when shipping to/from other than authorized locations. Such counseling will be annotated on the DD Form 1299 and initialed by the member.
- 3. The difference between nontemporary storage and temporary storage. The member must be counseled on the consequences if requesting shipment to a specific destination with the intention of storing the property beyond 90 days. The Marine will also be counseled that, if HHG are shipped to a destination, the permanent storage entitlement is no longer applicable and temporary storage (90 days) will not be extended unless there are unique situations which justify extension.
- 3. Time Limit
  - a. Shipment - The Marine's entitlement expires on the 181st day after separation per paragraph 7103 of this Manual.

b. Storage - The Marine will be counseled that NTS cannot be extended beyond the time specified in paragraph 7105 of this Manual at Government expense.

4. Procedures for Requesting Extensions to Shipping/Storage Entitlement. Refer to paragraph 7104 of this Manual.

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PROCEDURES TO REQUEST AN EXTENSION FROM HOMC

All requests for extension of shipment/storage of personal property that require approval from HQMC should be submitted in writing (no verbal requests accepted) to:

Commandant of the Marine Corps (LFT-4)  
Headquarters, U.S. Marine Corps  
2 Navy Annex  
Washington, DC 20380-1775

Requests must contain the required documentation as specified in the following paragraphs. If required documentation is not submitted with the request, responses are delayed.

EXTENDING TEMPORARY STORAGE BEYOND 270 DAYS - Documents required:

1. A letter from the member specifying the following:
  - a. How much time the member is requesting.
  - b. Justification for extension.
  - c. Daytime telephone number.
  - d. Return address.
2. Copy of orders assigning the member to the present PDS.
3. A copy of DD Form 1857's (approving extension up to 270).
4. Supporting documentation for justification of extension (i.e., base housing waiting list verification, TAD orders, etc.).

RETIREMENT OR SPECIAL SEPARATION WITH A HOME OF SELECTION MOVE -

The following documents are required to request extension of the shipping entitlement beyond 1 year from date of retirement/special separation:

1. A letter from member specifying the following:
  - a. How much time the member is requesting.
  - b. Justification for extension.
  - c. Daytime telephone number.
  - d. Return address.
  - e. HHG in storage (yes/no) (if yes, where).
2. A copy of retirement orders or DD Form 214 (retirement)/copy of DD Form 214 (special separation).
3. A copy of storage document, if applicable.
4. Supporting documentation to justify extension. For example:
  - a. If selling a home - a letter from realtor indicating the date put on market/estimated time for sale.
  - b. Attending training/college - A letter from the registrar containing the nature of education, commencement, and contemplated date of completion and if full or part-time student.
  - c. Medical problems - A letter from the attending physician/hospital containing the following:
    - (1) Brief description of illness.
    - (2) When treatment began and anticipated date treatment will be (or has been) completed.

(3) Indicating if travel before a specified date would be detrimental to the member's health.

(4) Indicating if treatment is of a specialized nature and was not readily available at the HOS.

NONTEMPORARY STORAGE CANNOT BE EXTENDED AT GOVERNMENT EXPENSE BEYOND 1 YEAR FROM THE DATE OF RETIREMENT/SPECIAL SEPARATION UNLESS THE MARINE WAS UNDERGOING MEDICAL TREATMENT ON THE LAST DAY OF ACTIVE DUTY OR DURING THE 1 YEAR PERIOD AFTER RETIREMENT/SPECIAL SEPARATION. THE PROPERTY MAY REMAIN IN STORAGE AT THE GOVERNMENT RATE, AT PERSONAL EXPENSE.

#### SEPARATION

The following documents are required to request extension of shipping entitlement:

1. A letter from separatee specifying the following:
  - a. How much time the member is requesting.
  - b. Justification for extension.
  - c. Daytime telephone number.
  - d. Return address.
  - e. Annotate if HHG are in storage (where).
2. A copy of separation orders or DD Form 214 .
3. A copy of storage document, if applicable.
4. Supporting documentation for justification of extension (see retirement/special separation above for samples).

NONTEMPORARY STORAGE CANNOT BE EXTENDED AT GOVERNMENT EXPENSE BEYOND 180 DAYS FROM THE DATE OF SEPARATION. THE PROPERTY MAY STAY IN STORAGE AT THE GOVERNMENT RATE, AT PERSONAL EXPENSE FOR AN ADDITIONAL 180 DAYS.

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CONTACT THE LOCAL TRAFFIC MANAGEMENT OFFICE IF ADDITIONAL ASSISTANCE IS REQUIRED.

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Figure 7-1.-- Procedures for Requesting Extensions--Continued.

CHAPTER 7

SEPARATION/RETIREMENT

SECTION 2: RETIREMENT

7200. GENERAL INFORMATION

1. Marines in the following categories are authorized a HOS move (U5365):

a. Retired for physical disability or placed on the Temporary Disability Retired List (without regard to length of service).

b. Retired with pay for any other reason (including transfer to the Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

c. Discharged with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

d. Involuntary released from active duty with readjustment or separation pay immediately following at least 8 years of active duty with no single break therein of more than 90 days.

2. Shipment of HHG within prescribed weight allowances may be shipped between any points subject to the following limitations as applicable:

<u>From</u>	<u>To</u>
The member's last or any previous permanent duty station.	The home selected by the member (within the United States) for the purpose of receiving travel allowances. (Refer to U5130A.1) for specific entitlement and limitations.)
A designated place to which the member's HHG were transported at Government expense.	
A place of authorized storage.	
Any combination of the above.	

7201. WORLDWIDE SHIPPING ENTITLEMENT. A Marine who had 18 years of service as of 1 November 1981, is authorized shipment of HHG to a HOS anywhere in the world. This authorization includes import duties and taxes.

7202. SHIPMENT OF HOUSEHOLD GOODS OUTSIDE THE UNITED STATES. A Marine who is authorized shipment to a HOS within the United States may ship HHG outside the United States dependent upon agreement to pay all excess cost. The excess cost will be computed by the TVCB, by determining how much it would have cost to ship a like weight of HHG from the last duty station to the furthest point within CONUS. This cost is subtracted from the actual cost for shipment outside the United States and the Marine is liable for the difference. The TMO will place a statement in the remarks section of the DD 1299; i.e., "Counseled regarding excess cost for exceeding shipping entitlement."

7203. IMPORT DUTIES AND TAXES. Eligibility for shipment of personal property for retired personnel for entry into foreign countries (as their HOS) free of import duties and taxes is dependent upon the laws of the country concerned. The GBL is a transportation document only; therefore, import duties or taxes assessed by foreign governments are not included in the charges for air, ocean, or land transportation provided at the expense of the U.S. Government. All import duties and taxes are the responsibility of the Marine and are not reimbursable. Marines contemplating shipment of their HHG to a foreign country will be advised to contact the U.S. Consulate or Embassy located in the country where they intend to reside for information on customs requirements, allowable and restricted items, and other information or assistance which may be required. The TMO will place a statement in the remarks section of the DD 1299; i.e., "Member advised that all import duties/taxes are member's responsibility and are not reimbursable."

7204. SHIPPING TIME LIMIT. The entitlement for shipment of HHG to a HOS begins on the date orders are issued and terminates 1 year from the date of separation/retirement.

7205. EXTENSIONS TO TIME LIMIT FOR SHIPMENT OF HOUSEHOLD GOODS

1. Member Undergoing Education or Training (U5365)

a. Entitlement to ship HHG accrues until 1 year after termination of active duty.

b. In cases where the Marine is enrolled in an education/training program which prevents moving to a HOS within the time limit specified in paragraph 7204, above, a request for extension prior to expiration of entitlement may be submitted to the CMC (LFT-4). The following supporting documentation is required:

(1) A letter from the Marine which provides the justification/reason for the requested extension.

(2) Retirement/separation order.

(3) Signed statement from the school registrar indicating the course of study and commencement date of the course and contemplated date of completion.

(4) A contact phone number where the member may be reached during normal working hours.

c. Further extensions to the entitlement for shipment of HHG may be authorized by the CMC (LFT-4). Supporting documentation is identical to that required in paragraph 7205.1b, above.

2. Member Undergoing Hospitalization or Medical Treatment on Date of Termination of Active Duty or During 1 Year Period Following Separation/Retirement (U5365D.1). Entitlement for shipment and nontemporary storage of HHG accrues until 1 year from the date of discharge from the hospital or termination of medical treatment, if approved by the CMC (LFT-4). To submit a request, the following supporting documentation is required:

a. A letter from the Marine requesting the extension with a signed statement from the attending physician containing the following data:

(1) Marine was undergoing medical treatment or hospitalization on the last day of active duty or during the 1 year period subsequent to termination of active duty.

(2) Treatment or hospitalization was continuous, citing inclusive dates.

(3) A brief description of the member's illness.

(4) Date or projected date of member's discharge from hospital or release from medical treatment.

(5) Travel before a specified date would be detrimental to the Marine's health and welfare.

(6) Medical treatment required was of a specialized nature and was not readily available in the area of the HOS.

- b. Specified amount of time required to ship HHG.
- c. A copy of retirement/separation order.

3. Other Deserving Cases (JFTR U5365)

a. These types of situations require the authorization of the Commandant of the Marine Corps, Headquarters, U.S. Marine Corps (LFT-4), Washington, DC 20380-1775. Examples of such cases include, but are not limited to:

- Death or serious illness in the immediate family near the time of the planned move.
- A retired member's spouse is undergoing medical treatment which necessitates (or for personal reasons) require that the spouse continue treatment with the original doctor.
- Construction of a retirement home which has been unavoidably delayed because of labor disputes, acts of God, or other reasons beyond the control of the member.
- Delay in selling a home due to inflationary market conditions, causing the member to be unable to move as planned.

b. The following documentation is required when requesting an extension under these circumstances:

(1) Letter from the member requesting an extension, including their justification (reason causing the delay) and phone number where they may be reached during normal working hours. (Failure to provide justification/supporting documentation will result in denial of the request.)

(2) Copy of the retirement/separation order.

(3) Letter/statement from a doctor, realtor, or contractor (or other person familiar with the situation) describing the problem(s) being encountered which are unavoidably delaying the member from completing the move.

c. NTS under these situations cannot be extended. The entitlement NTS will expire 1 year after the date of retirement/discharge/release from active duty.

4. If the entitlement is due to expire, requests can be faxed to DSN 226-0841 or commercial 703-696-0841.

5. The TMO will provide the required support to assist Marines in requesting extensions of their entitlement. Marines will not

be advised to contact HQMC unless a problem exists. Figure 7-1 is an instruction sheet which may be locally produced by the TMO and provided to Marines requesting entitlement or storage extensions requiring approval by HQMC.

7206. STORAGE (U5360C)

1. NTS. A Marine who is authorized shipment of HHG in paragraph 7200, above, is also entitled to nontemporary storage of HHG. The entitlement begins on the date orders are issued and terminates 1 year from the termination of active duty. NTS cannot be extended at Government expense beyond 1 year from the date of separation/retirement unless the Marine was undergoing hospitalization on date of termination or within the 1 year period from the date of separation/retirement and was unable to move at the advice of a doctor. Refer to paragraph 7205.2 of this Manual for procedures to request extensions for medical treatment.

2. Temporary Storage. Temporary storage is authorized for any portion of a Marine's HHG that has not been placed in NTS. Temporary storage can be authorized for up to 90 days. Extensions to temporary storage are discussed in chapter 8 of this Manual.

3. Temporary Storage in Connection with Shipment from NTS. Temporary storage in connection with shipment from NTS is not authorized except when all of the following occurs:

- Conditions beyond the Marine's control.
- Conditions arise after shipment has been released from NTS.
- Authorized or approved by the TMO.

If all of the conditions have been met, the approving TMO will annotate the documentation and ensure a copy is provided to the . Chapter 12 of this Manual provides address information.

7207. ORDERED HOME TO AWAIT DISABILITY (U5365L). A Marine who is found by a physical evaluation board unfit to perform the duties of the Marine's rank or grade, but who, for the convenience of the Government, is ordered home or to a designated location to await the results of the disability proceedings is authorized shipment of HHG to the home or designated location, providing the Marine signs a release that the Marine will not

contest the results of the physical evaluation board. The Marine may move the HHG again after receipt of separation orders, if willing to pay any excess cost for exceeding the entitlement for one shipment of like weight from the PDS at the time the Marine received the orders home or to a designated location to the point to which the Marine is entitled incident to separation, less the amount already paid to the waiting point.

7208. MEMBER REQUIRED TO VACATE GOVERNMENT OR GOVERNMENT CONTROLLED QUARTERS BEFORE SELECTING A HOME (U5365G)

1. A member in receipt of retirement orders, who is assigned to Government or Government controlled quarters, and is required to vacate such quarters prior to selection of a home, is authorized a local move at Government expense from the authorized Government quarters to a temporary residence in the local vicinity. Temporary storage is not authorized in connection with this local move. The Marine's PCS weight allowance or the 18,000-lb limit does not apply to the local move. PCS appropriation data will be used to fund the local move. The following statement will be placed in the remarks section of the DD Form 1299, "Local Move authorized per JFTR, U5365G."

2. A subsequent shipment is authorized within prescribed time limits and prescribed weight allowance, from the temporary residence to the HOS (or any other location if member is willing to pay any excess costs). The accounting data cited in the member's retirement/separation orders will be used to fund this move.

7209. TRANSPORTATION OF HHG PRIOR TO ISSUANCE OF ORDERS UPON SEPARATION/RETIREMENT. Shipment of HHG prior to issuance of orders is authorized provided the separation/retirement has been approved by the CMC (MM) and a letter of intent to issue orders or a certificate in lieu of orders has been issued.

7210. COUNSELING. At a minimum the TMO will counsel members on the following:

1. Authorized locations (last PDS to HOS).
2. Excess cost when shipping outside the United States (see paragraph 7202 of this Manual. Have member initial excess cost statement on DD Form 1299.
3. The difference between NTS and temporary storage. The member must be counseled on the consequences if requesting shipment to a specific destination with the intention of storing the property beyond 90 days.



#### 4. Time Limit

a. Shipment - advise the Marine that entitlement expires 1 year from the date of separation/retirement.

b. Storage - The Marine will be counseled that NTS cannot be extended beyond the time specified in paragraph 7206 of this Manual at government expense. The Marine will also be counseled that if HHG are shipped to a destination the permanent storage entitlement is no longer applicable and temporary storage (90 days) will not be extended unless there are unique situations which justify extension.

5. How to request extensions to shipping entitlement and authorization to leave HHG in NTS with the Government acting as agent at Marine's expense, as specified in paragraphs 7205 and 7206 of this Manual.

7211. MARINE DIES AFTER RETIREMENT/SEPARATION (U5365K). A Marine (that is authorized shipment to a HOS as specified in paragraph 7200 of this chapter) who dies prior to finalizing the move is entitled to the following:

1. After Selecting a Home. If a Marine dies after completing travel and/or claiming personal travel to a HOS but before shipment of HHG, the HHG may be shipped upon request of the dependents (or person legally entitled to HHG if no dependents) to the home selected by the Marine, to a home or other place selected by the dependents/legal heir, or partly to each. The dependents/legal heir will bear all costs in excess of shipment in one lot from those locations authorized in paragraph 7200 of this chapter to the home selected by the Marine.

2. Before Claiming for Personal Travel and Transportation Allowances to a Home. If a Marine dies before claiming for personal travel and transportation allowances to a HOS or prior to shipment of HHG, the HHG may be shipped upon request of the dependents (or person legally entitled to HHG if no dependents) to the home selected by the Marine or to a home or other place selected by the dependents (or person legally entitled to HHG if no dependents) to a home or other place selected by the dependents/legal heir, or partly to each. The dependents/legal heir will bear all costs in excess of shipment in one lot from those locations authorized in paragraph 7200 of this chapter to the home selected.

3. Before Selecting a Home. If a Marine dies before selecting a home, the HHG may be shipped upon request of the dependents (or

person legally entitled to HHG if no dependents) to a home or other place selected by the dependents/legal heir, or partly to each. The dependents/legal heir will bear all costs in excess of shipment in one lot from those locations authorized in paragraph 7200 of this chapter to the home selected.

4. Time Limit. The entitlement for shipment of HHG to a HOS begins on the date orders are issued and terminates 1 year from the date of separation/retirement.

5. Extension of Time Limit. If the dependents/legal heir are unable to ship the HHG to a HOS within the time limit specified in paragraph 7204 above, the dependent may submit a request for extension prior to expiration of entitlement. Authority is required from the Commandant of the Marine Corps (LFT-4), Headquarters, U.S. Marine Corps, Washington, DC 20380-1775. The following supporting documentation is required:

- Letter from the dependent/legal heir requesting the extension.
- Document with evidence of legal ownership of HHG
- Retirement/separation order
- Copy of Death Certificate

## CHAPTER 8

## STORAGE

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CHAPTER 8

STORAGE

SECTION 1: TEMPORARY STORAGE

8100. GENERAL (U5375A). Temporary storage (SIT) is storage authorized in connection with a shipment of HHG. Such storage is cumulative and may accrue at origin, in transit, at destination, or any combination. If SIT at origin is used, delivery out of SIT should be directly to a residence (direct delivery). The location of SIT is determined by the TMO.

8101. TIME LIMITS AND EXTENSIONS (U5375B)

1. A member is entitled 90 days of SIT at Government expense in connection with any authorized shipment of HHG except for local moves. If HHG are not removed from storage before the expiration of the first 90 days, all charges accruing thereafter will be at the member's expense unless additional storage is authorized by the TMO.

2. The TMO may approve extensions in increments of up to 90 days for a total period of up to 270 days when the Marine provides appropriate written justification for the extension.

a. Appropriate reasons for extensions are identified in U5375B.2 of the JFTR. Storage for the convenience of the Marine is not an appropriate justification for extensions.

b. Approval will be documented on the DD Form 1857.

3. Coordination with base housing is crucial in reducing unnecessary SIT costs. Pending assignment to base housing in itself is not appropriate justification to approve storage beyond 90 days when the likelihood of assignment within a reasonable time period is remote. The TMO will consider all factors, to include the location of the dependents, size of the temporary lodging, and other factors that may pertain to the situation in determining approval of additional SIT.

4. TMO's will evaluate the circumstances surrounding the extension request and determine an appropriate extension period to the SIT entitlement. When circumstances do not warrant a 90-day extension, the TMO may grant extensions in less than 90-day increments.

5. Extension past 270 days must be approved by the CMC (LFT-4). Requests must be submitted, with appropriate supporting

documentation for each 90-day extension request including justification for the continued SIT and current orders authorizing the HHG move. The TMO will review each extension request past the 270 days and provide a recommendation based on the circumstances involved.

6. If a Marine does not provide disposition instructions concerning the HHG, or if all efforts by the TMO to contact the member are unsuccessful, the Government storage account will terminate at midnight on the last day of authorized storage and the HHG will be converted to storage at the Marine's expense.

8102. SIT WHEN MEMBER ORDERED TDY OR DEPLOYED MORE THAN 90 DAYS.

By letter of authority (LOA) issued by the Marine's commanding officer or order-issuing authority, extended storage may be authorized by the TMO for a period up to 90 days after the member's return from TDY or deployment.

1. The commanding officer in this regard is further defined as one who has special court martial authority; i.e., commanding officers at the battalion/squadron level.

2. The LOA will, as a minimum, contain reference to the TDY/deployment order and applicable appropriation (as contained in the member's PCS orders that transferred the member to the new PDS involved).

3. The LOA will be used, together with a DD Form 1299 and a copy of the TDY or deployment order, to support the storage agent's billing for payment.

4. The TMO may sign the DD Form 1299 in the Marine's absence.

5. Refer to paragraph 2400 of this Manual for additional information regarding the UDP program.

8103. SIT IN CONNECTION WITH SHIPMENT FROM NTS (U5375C).

Marines with HHG in NTS should not release those HHG until they have an address to accommodate a direct delivery.

1. Shipments from NTS to NTS are not authorized.

2. Shipments from NTS to SIT will only be approved by the TMO when compelling reasons necessitate SIT. The TMO will document the reasons SIT was authorized.

8104. SIT CONVERTED TO NTS (U5375D). Temporary storage at place of origin may be converted by the TMO to NTS at the request of the member if the member is entitled, under the member's orders, to NTS.

1. Once converted, further shipment is not authorized until new PCS orders are issued.
2. Converting SIT to an NTS entitlement at destination is not authorized.

8105. WITHDRAWAL AND DRAYAGE OF PARTIAL LOTS (U5375E). The TMO upon appropriate justification in writing from the Marine can approve the withdrawal and delivery of a partial lot from SIT at Government expense.

1. Withdrawal of a second lot at Government expense may be authorized by the TMO when unforeseen circumstances arise after the first withdrawal which would result in a hardship to the Marine or dependents if additional HHG are not withdrawn.
2. Upon approval of the TMO, additional partial lots may be withdrawn and delivered, but the member must bear any cost in excess of what would have been incurred by the Government had the withdrawal and delivery been made in one lot.
3. Withdrawal and delivery of partial lots must be justified and annotated in writing in the member's file.

8106. FURTHER CHANGE OF PCS ORDERS ISSUED AFTER MEMBER ARRIVES AT NEW DUTY STATION (U5375F). JFTR paragraph applies.

8107. MODIFICATION, REVOCATION, OR CANCELLATION OF ORDERS (U5375G). JFTR paragraph applies.

8108. CIVILIAN TEMPORARY STORAGE (C8001). Civilian Government personnel are authorized temporary storage if it is stated in their orders with appropriation data identified for the storage.

8109. SIT OF PRIVATELY-OWNED VEHICLES (U5455E.2B). Not authorized except for casualty situations under U5455E.2b.

8110. LOCAL MOVES. SIT is not authorized for local moves.

8111. SHIPMENT FROM SIT TO DESTINATIONS WITHIN THE COMMUTING AREA OF DUTY ASSIGNMENT. Shipments which have arrived at the

destination shown on the personal property government bill of lading (PPGBL) may be delivered from SIT, at Government expense to a residence from which the member commutes or intends to commute provided:

1. The member is assigned to a shore duty station and commutes daily from such residence to the regular duty assignment; or
2. The member is assigned to sea duty and commutes daily from such residence to the regular duty assignment while the vessel is in the homeport; or
3. The shipment is to a destination within the daily commuting area of:
  - HQR/place for which ordered to active duty
  - HOS
  - Designated place or location
4. The TMO may approve requests for diversion/delivery from SIT to a residence from which the member commutes to the member's duty assignment on a daily basis provided the member signs the following statement entered on the delivery order or Statement of Accessorial Services Performed (DD Form 619): "I (plan to) commute daily from (complete delivery address) to my duty assignment."



CHAPTER 8

STORAGE

SECTION 2: NONTEMPORARY STORAGE

8200. GENERAL (U5380A). The entitlement to NTS includes any shipment, local move, packing, and crating necessary to place the HHG in the designated storage facility. NTS will be picked up and stored in the most cost-effective government or commercial storage facility available. The storage location is determined by the origin TMO. Shipping HHG to the member's PCS duty station for NTS is not authorized.

8201. TIME LIMITS (U4770C/U5380L)

1. On 1 April and 1 October of each year, the TMO will review all service orders for those storage lots which have remained in NTS for a period over 3 years. Procedures for notification of members pending expiration of entitlement, and conversion of storage lots to members expense, are contained in DoD 4500.34-R, chapter 6. When necessary, assistance in locating the Marine may be obtained as follows:

a. Active Duty Marines. By correspondence with the CMC (MMRB-17) Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775, or by calling the Worldwide Locator at DSN: 278-3942, commercial: 703-784-3942.

b. Retired Marines. By correspondence to the Director, Defense Finance and Accounting Service, Department Management Division (EYCT), Kansas City, MO 64197-5000, or by calling DSN: 465-7130, commercial: 816-926-7130.

(1) When it has been determined that the NTS entitlement for a retired Marine has expired, the TMO will notify the member, storage contractor, and the Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000, accordingly.

(2) Questions concerning continued NTS for heirs of deceased Marine Corps retirees should be addressed to the CMC (LFT-4), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775, or by calling DSN 226-0842.

2. Paragraphs U4770C, U5345I, and U5380L#7). The TMO has the authority to grant an additional 90 days of NTS incident to a member being ordered to a PDS located at or in the vicinity of the place of NTS.

8202. NTS AS AN ALTERNATIVE TO SHIPMENT (U5380C). The TMO may authorize NTS as an alternative to shipment if it is cost-effective for the Government. When NTS is approved under these provisions, the member is not authorized to ship the HHG until the member receives another set of PCS orders.

1. This entitlement does not apply to early return of dependents. If a Marine is authorized early return of dependents, NTS is not authorized, however, HHG may be placed in storage using local funds if approved by the local command.

2. When NTS is authorized under U5380C, the TMO will advise the Marine such storage is in lieu of shipment. Further shipment is not authorized until receipt of another set of PCS orders. The DD Form 1299 and DD Form 1797 will be annotated to document the counseling.

8203. NTS CONVERTED TO SIT (U5380D). The TMO may convert NTS to SIT and ship HHG to the Marine's next duty station if the NTS has not exceeded 180 days in NTS. If the 180 days has passed, the Marine must pay all cost of storage past the 180th day. Shipment may only occur if the Marine has 1 year remaining on station on the anticipated delivery date of the HHG. No additional temporary storage is authorized.

8204. WITHDRAWAL OF HOUSEHOLD GOODS FROM NTS AS AN ALTERNATIVE TO CONTINUED STORAGE (U5380F). The entitlement prescribed in this paragraph cannot be used for a local move of HHG from NTS when a Marine voluntarily vacates Government quarters for personal reasons or convenience.

8205. NTS OF ITEMS CURRENTLY IN SIT (U5380E). When HHG are in SIT on the date further orders are issued under which NTS is authorized, the authorized period of NTS will begin on the effective date of the latter orders.

8206. SUCCESSIVE PERIODS OF NTS (U5380I). A Marine whose HHG are in NTS when further orders are received which also authorize NTS is entitled to continued storage until the termination of entitlement under the latter orders.

8207. MODIFICATION, REVOCATION, OR CANCELLATION OF ORDERS (U5380J). JFTR paragraph applies.

8208. STORAGE OF OVER-FLOW PERSONAL PROPERTY WHEN ASSIGNED TO GOVERNMENT QUARTERS (U5355C/U5380G). Refer to paragraphs 6001.3 and 6002.1 of this Manual.

8209. STORAGE IN CONNECTION WITH TEMPORARY ADDITIONAL DUTY OR DEPLOYMENT (U4770B)

1. The instructions contained in this paragraph do not apply to UDP. Instructions pertaining to UDP are contained in chapter 2, section 4, of this Manual.

2. The entitlement to NTS outlined in paragraph U4770B of the JFTR is intended for those members who are ordered to TDY or deployment in excess of 90 days.

a. Special storage is generally limited to members who do not draw BAQ or who will lose entitlement to BAQ during TDY or deployment in excess of 90 days.

b. However, storage is also authorized for members who have always resided separately from their dependents on the current tour of duty and who have received BAQ at the dependent rate. In such cases, appropriate documentation to support the storage must be maintained on file.

3. The TMO is authorized to place shipments into special storage under paragraph U4770B of the JFTR. Special storage includes shipment, drayage, packing, and crating if necessary to place the HHG in storage and return HHG to the member upon completion of the deployment.

4. Special storage is not limited to the member's PCS weight allowance referenced in JFTR paragraph U5310B.

5. Upon return from deployment, members who received special storage option must remove HHG from storage upon return to government quarters, or receipt of the quarters allowance, or reoccupies local economy quarters, but not later than 90 days after return. Failure to do so results in the storage costs converting to the member's expense.

6. The TMO will counsel personnel on their entitlement and pick up/delivery procedures. Appropriate documentation of the counseling will be maintained in the shipment file. Such counseling shall include:

a. Entitlement.

b. Entitlement expiration.

c. Marine's responsibility to notify the TMO upon return from the deployment.

7. The TMO may combine storage lots as a cost-effective storage means.

a. Individual lots must be identifiable and inventoried separately.

b. Separate weights for individual lots must be obtainable.

c. Separate documentation for individual shipments must be maintained on file.

8. Commanding officers will advise the personal property office in writing of the termination of special storage authorization.

9. All arrangements for special storage will be made by the local TMO, using the basic agreement storage contractor through issuance of a service order (DD Form 1164).

10. Funding for this storage will be from the local O&MMC funds of the activity requesting the storage.

8210. NTS IN CONNECTION WITH SEPARATIONS (U5360). Refer to chapter 7 of this Manual.

8211. NTS IN CONNECTION WITH RETIREMENT (U5365). Refer to chapter 7 of this Manual.

8212. NTS IN CONNECTION WITH RENOVATION OF GOVERNMENT QUARTERS (U5380G.1A). Funding for this storage will be from the local O&MMC funds of the activity requesting the storage.

8213. NTS OF PRIVATELY-OWNED VEHICLES (U5455E.2A). Not authorized except for casualty situations under U5455E.2a.

CHAPTER 8

STORAGE

SECTION 3: COUNSELING REQUIREMENTS

8300. STORAGE. During the counseling session, the counselor must explain the options of NTS and SIT. Refer to chapter 7 of this Manual for counseling requirements for storage in connection with separation and retirement.

8301. NTS

1. The termination date of the shipment.
2. Requirement to provide responsible agency with appropriate address changes.
3. Member must provide required documents to request additional storage in sufficient time to avoid expiration of entitlement.

8302. SIT. The member will be advised of:

1. Member entitled to 90 days of storage. Additional storage may be granted by the destination TMO when appropriate.
2. Member must request additional storage in sufficient time to avoid expiration of entitlement.

8303. SPECIAL STORAGE EXPIRATION. Upon return from TAD, Marines are required to advise TMO of their return.

## CHAPTER 9

## TRANSPORTATION OF PRIVATELY OWNED VEHICLES

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CHAPTER 9

TRANSPORTATION OF PRIVATELY-OWNED VEHICLES

9000. ENTITLEMENT (U5400, U5405, AND U5410). Basic entitlement and eligibility requirements are identified in the JFTR.

9001. APPLICABLE REGULATIONS AND PROCEDURES. DoD 4500.34-R, chapter 8 and appendix I prescribe procedures, outline responsibilities, and provide guidance for the transoceanic shipment of POV's.

9002. CUSTOM REQUIREMENTS. DoD 5030.49-R, chapter 8, paragraph 8006, provides U.S. Customs requirements relative to importation of POV's into the Customs Territory of the United States (CTUS). Paragraph 3107 of this Manual provides general counseling requirements for customs.

9003. CONSIGNMENT INSTRUCTIONS. Personal Property Consignment Instruction Guide Worldwide (PPCIG) (Overseas), volume II, contains customs/importation requirements, restrictions, and general guidance relative to the importation of POV's into a particular foreign country.

9004. SIZE RESTRICTIONS U5415A.3. Marines desiring to ship a POV which exceeds 20-measurement tons are required to sign an agreement to pay the excess costs for the measurement tons in excess of 20-measurement tons. When a valid medical reason exists which requires shipment of an oversized vehicle, a request may be submitted to the CMC (LFT-4) for shipment at government expense.

9005. COMBINING POV WEIGHT LIMITATIONS (U5415A.3). When both husband and wife are members, the 20-measurement ton limit may be combined in lieu of a POV shipment for both members. A total of 40 measurement tons may be shipped without incurring excess costs.

9006. TRANSPORTATION OF A REPLACEMENT VEHICLE (U5410C). JFTR paragraph applies.

9007. REIMBURSEMENT FOR DELIVERY/PICK UP FROM PORTS (U5410D). JFTR paragraph applies.

9008. PCS WITHIN CONUS (U5410F). Marines who cannot drive their vehicle between duty stations in CONUS may request a shipping entitlement from the CMC (LFT-4). Such transportation may be approved when:

1. The Marine (and dependent, if applicable) is physically unable to drive the POV. In such instances, proper documentation to support the facts must be submitted.
2. There is insufficient time for the Marine to drive from the old to the new PDS under U5160 of the JFTR.

9009. RESTRICTIONS ON SHIPMENT

1. Shipment To Foreign Countries

a. The TMO is responsible for ensuring Marines are properly counseled concerning entry requirements and restrictions for shipments of POV's destined overseas. Such counseling is normally conducted during the personal property interview and is documented on the DD Form 1797, Personal Property Counseling Checklist.

b. PPCIG, vol II (Overseas) will be used to advise of foreign entry requirements/restrictions. In addition, DoD 4500.34-R contains procedures for the shipment of a POV, at government expense. It is important that counselors become thoroughly familiar with these instructions to ensure that proper counseling is provided to all members shipping a POV.

c. In the event that a particular remote overseas location is not addressed in the PPCIG, the TMO will request the information from the gaining overseas command.

2. Foreign-Made Privately-Owned Vehicles (FPOV)

a. General Information (U5415B). The transportation of a FPOV (as identified in JFTR, vol 1, appendix A) at government expense, is prohibited unless authorized under the specific conditions set forth in U5415B.

b. Shipment of a POV on Space Available Basis

(1) Marines entitled to ship a POV at government expense are authorized to ship one FPOV, not otherwise eligible for shipment under paragraph U5415 of the JFTR, on a space-available basis aboard Military Sealift Command (MSC) - controlled vessels.



NOTE: EXCEPTION: Shipment of a FPOV under this arrangement does not extend to Marines who ship an otherwise eligible POV at government expense incident to the same PCS orders.

(2) Marines electing to ship a FPOV on a space-available basis must bear the cost of origin and destination port handling charges, 25 percent of the applicable MSC ocean tariff, and transshipment charges if direct ocean shipping is not available. If transshipment is required, ocean transportation charges will be assessed on the basis of 25 percent of the applicable MSC tariff for each segment of ocean transportation from the overseas loading port to the ultimate port of discharge, including transportation to, from, and between transshipment ports.

c. Collection of Space Available Charges

(1) Marines returning to CONUS and remaining in a pay status, may elect to pay in advance all space available charges or consent to a pay adjustment authorization (PAA) for such costs. The PAA (DD Form 139) will be initiated by the Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000.

(2) Marines returning to CONUS for separation who will no longer remain in a pay status are required to pay all space available charges in advance of shipment.

(3) The following documents are required and will be forwarded to the Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000:

- One copy of PCSO's.
- One copy of DD Form 788.
- One copy of TCMD, DD Form 1384.
- Certified check or money order made payable to the Treasurer of the United States in those instances when payment in advance is made by the Marine.

d. DOT and EPA Requirements. Individuals electing the shipment of a FPOV on a space-available reimbursable basis must be made aware of DOT and EPA standards by the TMO.

e. (U5415B.3). Shipment of a replacement FPOV is authorized when determined by the overseas commander that the original vehicle shipped or purchased overseas was lost or destroyed.

3. For Marines Assigned to a 12-Month Dependent Restricted/Unaccompanied Overseas Tour of Duty in WestPac

a. Shipment of a POV to the WestPac Area. The shipment of a POV overseas at Government expense is prohibited.

b. Shipment of a POV From the WestPac Area. Marines assigned the 12-month tour whose overseas tour length is extended to 24 months or more are authorized shipment of a POV at government expense. When applicable, each Marine's PCSO, or endorsement thereto, will indicate that a POV shipment is authorized.

4. Shipment of Privately Leased Vehicles

a. The transportation of a privately leased vehicle at government expense is authorized provided:

(1) The privately leased vehicle is on a long-term lease of 12 months or more.

(2) The Marine obtains the leasing company's written authorization for such shipment and acknowledgment that return shipment prior to Marine's next PCS is a private matter between the company and the Marine.

b. At the time of counseling the TMO shall advise that all requirements stated in the lease remain the sole responsibility of the Marine. Such counseling will be annotated on the DD Form 1797.

9010. AUTHORIZED PORTS. Designated ports to be used for loading and unloading POV's shipped per the provisions of the JFTR and this chapter are identified in DoD 4500.34-R, appendix I.

9011. TRANSSHIPMENT FROM DESIGNATED PORT (U5435C). Requests to transship a POV from the designated port to the ultimate final duty station are to be submitted to the CMC (LFT-4), with appropriate justification to support the request.

9012. TIME LIMITATION

1. Shipment upon Separation from Service or Relief from Active Duty (U5457). The entitlement to shipment of a POV will terminate on the 180th day following separation from the service or relief from active duty. In cases where turning the POV into the port prior to the entitlement termination date will cause

a personal hardship to the Marine, a request for additional time may be submitted to the Commandant of the Marine Corps (LFT-4), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775. Such requests will include, as a minimum, the following:

a. Copy of applicable discharge/separation order. In the absence of orders a copy of the Certificate in Lieu of Orders, NAVMC 11062.

b. Reason(s) why the POV cannot be turned over for shipment.

c. Anticipated date the POV will be ready for shipment.

2. Shipment upon Retirement (U5365D/E/F). The time limit for shipment of a POV is within 1 year from date of retirement. Request for extensions may be authorized when the conditions and circumstances as prescribed in JFTR, paragraphs U5365D, E and F exist. Requests must be forwarded, with required documentation, to the CMC (LFT-4), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775.

3. Shipment upon Separation from Service under the Voluntary Separation Incentive (VSI), Special Separation Benefit (SSB) and Involuntary Separation (IVS) Programs

a. Voluntary Separation Incentive (VSI) (U5130/U5125D.2). The time limit for shipment under the VSI program is determined by paragraphs U5130 and U5125.D2 of the JFTR.

b. Special Separation Benefit (SSB) (U5125D2/U5130). Time limits for shipment under the SSB program are determined by paragraphs U5125.D2 and U5130 of the JFTR.

c. Involuntary Separation (IVS) (U5458/U5130). The time limit for shipment under the IVS program is 1 year from date of separation.

4. Less than 1 Year Remaining at Overseas Duty Station (U5415A.2a). Shipment is not authorized if the Marine has less than 1 year remaining on the current overseas tour.

#### 9013. CASUALTY SITUATIONS (U5455E)

1. Shipment of one POV (including overland transportation) at government expense for those Marines who are officially reported

as dead, injured, ill, or absent for a period of more than 29 days in a missing status.

2. For POV storage entitlement, see JFTR, paragraph U5455E.2.
3. Refer to MCO P3040.4C for towing and storage fees.

9014. REIMBURSEMENT FOR PERSONALLY PROCURED POV TRANSPORTATION (U5425B)

1. Reimbursement for personally procured transportation will only be authorized when transportation resulted from:

- Erroneous advice from a representative of the Government.
- (U5455E) Marine reported as dead, injured, ill, absent for more than 29 days in a missing status, or upon death.

2. Reimbursement is limited to cost which would have occurred had the vehicle been transported at government expense.

3. Request for reimbursement shall be forwarded to the CMC (LFT-4) and contain appropriate supporting documentation.

9015. CLAIMS FOR LOSS AND DAMAGE. When loss or damage of a POV occurs as a result of transportation arranged for by the Government, the Marine (or the heirs in the case of deceased personnel) may submit a claim for reimbursement. Chapter 11 of this Manual publishes procedures and requirements for claims submission.

9016. POV SHIPMENTS BY AIR (U5425). Shipments by air freight are not authorized.

9017. COUNSELING REQUIREMENTS. The TMO will counsel the Marines regarding the following when shipment of a POV is authorized.

1. Shipment of a POV in excess of 20-measurement tons will result in excess costs.
2. The TMO is responsible for ensuring Marines are properly counseled concerning entry requirements and restrictions for shipments of POV's destined overseas.
3. Responsibilities when a privately leased vehicle is shipped. The Marine will be advised that all requirements stated in the lease remain the sole responsibility of the Marine.

4. When loss or damage of a POV occur as a result of transportation arranged for by the Government, the Marine (or the heirs in the case of deceased personnel) may submit a claim for reimbursement.

5. Custom requirements for separation/retirement shipments are the responsibility of the Marine.

6. Preparing POV's for shipment. Refer to paragraph 8005 of DoD 4500.34-R.

9018. POV SHIPMENT TO ALASKA (U5405). The entitlement to ship a POV to Alaska is completely separate from the entitlement to travel via POC. When a Marine travels to Alaska by POV and is reimbursed for the Alaska Marine highway (ferry from Washington), the POV shipping entitlement is exhausted.

## CHAPTER 10

## TRANSPORTATION OF MOBILE HOMES

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CHAPTER 10

TRANSPORTATION OF MOBILE HOMES

SECTION 1: GENERAL INFORMATION

10100. APPLICABLE REGULATIONS (U5500)

1. The conditions governing payment of mobile home allowances include, but are not limited to, eligibility, entitlement, and allowable/nonallowable costs.
2. Procedures and guidance for the movement of mobile homes within CONUS, between CONUS and Alaska, and within Alaska are contained in DoD 4500.34-R, chapter 7, paragraph 7010.
3. A guide for preparation of mobile homes for movement is available in MCO 4600.35 (Moving Your Mobile Home) which is a joint service pamphlet.

10101. ALLOWANCE IN LIEU OF HHG SHIPMENT (U5500). With the exception of when husband and wife are both members and entitled to separate entitlements (U5505B); dependents relocate to a designated place incident to a PCS assignment OCONUS (U5505B); items to be removed for safe transportation (U5515G); and UB under the provisions of U5330.F3; mobile home allowances are in lieu of the transportation of baggage and HHG.

10102. GENERAL ENTITLEMENT (U5500, 5505 A, B, AND C)

1. Marines ordered on a PCS are entitled to mobile home allowances for transportation of a mobile dwelling which has been placed in roadworthy/fit condition at the expense of the Marine which meets all other eligibility conditions under the JFTR, paragraph U5502. The entitlement is limited to transfers within CONUS, within Alaska, between CONUS and Alaska, or between the CONUS PDS and the POE or POD.
2. Methods of movement are described in section 3 of this chapter.
3. PCS between permanent stations in CONUS, between permanent stations in Alaska, and between a permanent station in CONUS and a permanent station in Alaska. Paragraph U5505A of the JFTR establishes the basic entitlement.
4. PCS between permanent stations in CONUS or Alaska and permanent station OCONUS or Alaska (U5505B). Mobile home

transportation incident to overseas transfers to or from CONUS is limited to that within CONUS. Distance is measured in CONUS between the appropriate port and CONUS duty station or between the border crossing and the CONUS duty station, whichever is applicable. No mobile home transportation costs are allowed OCONUS except for shipments to Alaska.

b. The Government will not pay more for transporting the mobile home than it would have cost the Government to transport (including packing, pick up, line-haul or drayage, delivery, and unpacking) the Marine's maximum HHG weight allowance, less any weight of baggage or HHG actually transported in connection with the same PCS orders.

c. The Marine may also transport HHG from the old to new PDS, however, the total amount the Government will pay for transporting the mobile home and HHG may not exceed the amount it would have cost the Government to transport the maximum HHG weight allowance from the old to the new PDS.

5. Return from Duty OCONUS (U5505B.4).

a. Entitled to transportation of a mobile home within CONUS or Alaska and between CONUS and Alaska from the designated place in CONUS or Alaska or the selected point in CONUS or Alaska to the new PDS.

b. The Government will not pay more for transporting the mobile home than it would have cost the Government to transport (including packing, pick up, line-haul or drayage, delivery, and unpacking) the Marine's maximum HHG weight allowance, less any weight of baggage or HHG actually transported in connection with the same PCS orders.

c. The Marine may also transport HHG from the old to new PDS, however, the total amount the Government will pay for transporting the mobile home and HHG from the designated place and from the old PDS may not exceed the amount it would have cost the Government to transport the Marine's maximum HHG weight allowance from the old to the new PDS.

10103. CONDITIONS FOR ELIGIBILITY (U5502). The TMO will insure eligibility is established per U5502.

10104. MAXIMUM ENTITLEMENT/EXCESS COSTS (U5505). Although the JFTR authorizes the cost of shipping a mobile home, costs are not to exceed the costs of shipping the Marine's maximum weight allowance. U5505D identifies allowable costs. U5505E and paragraph 10203 of this Manual identify costs not allowed.

10105. HUSBAND AND WIFE MEMBERS (U5505B). When both the husband and wife are members, and each is entitled to a mobile home allowance, the prescribed weight allowance may be combined for determining the maximum amount the Government may pay for the mobile home move.

10106. IMPROPER SHIPMENTS (5515C). JFTR paragraph applies.

10107. TRANSPORTATION FROM A PRIOR PDS (U5515E). JFTR paragraph applies.

10108. ORDERS AMENDED, MODIFIED, CANCELED, OR REVOKED (U5515D). JFTR paragraph applies.

10109. TRANSPORTATION BEFORE ORDERS ISSUED (U5515F). Approval for a mobile home transportation allowance prior to issuance of orders must be requested from the CMC (LFT-4). The Marine is entitled to reimbursement under U5510B only if PCS orders are later issued and the reimbursement voucher is supported by approval from CMC (MMOS).

10110. MARINE OFFICIALLY REPORTED AS ABSENT IN A MISSING STATUS (U5545A)

1. Approval to transport the mobile home to a new location after a Marine has been officially reported as absent for a period of more than 1 year in a missing status must be submitted to the CMC (LFT-4).

2. (U5545A) All transportation and incidental costs of moving a mobile home under this subparagraph will be borne by the Government. The ceilings prescribed elsewhere in this Manual do not apply to mobile homes moved under this subparagraph.

3. Any payment authorized by U5545A may be made before the transportation occurred.

10111. TRANSPORTATION INCIDENT TO AN ALERT NOTICE (U5540B). JFTR paragraph applies.

10112. TRANSPORTATION INCIDENT TO EXTENSION OF TOUR OF DUTY (U5540C). JFTR paragraph applies.

10113. SEPARATION FROM THE SERVICE, RELIEF FROM ACTIVE DUTY LIST, PLACEMENT ON THE TEMPORARY DISABILITY RETIRED LIST, OR RETIREMENT (U5505C). The time limits for the movement of mobile homes are the same as those for HHG, and extensions will be processed per chapter 7 of this Manual.

2. Procedures for collecting excess costs for Marines no longer in a pay status are described in paragraphs 3311.2 and 10114 of this Manual.

10114. EXCESS COSTS FOR MARINES NOT IN A PAY STATUS (U5520)

1. Transportation of mobile homes which will involve excess costs may be made for members who will no longer be in the pay status.

2. (U5520) The PPGBL will be issued to obligate the Government only for the total cost authorized and will be annotated with the following statement "This bill of lading covers line haul and known required accessorial service costs only. Fees for other services, repairs, or storage are the responsibility of the consignee for direct settlement with carrier." Additionally, those statements entered or overprinted on the PPGBL addressing "necessary fees, repairs, and services are authorized," will be omitted or deleted. The PPSO will determine the line haul and known accessorial service costs from the commercial transporter and collect any excess costs for excess distance, prior to the shipment pick up date.

10115. TRANSPORTATION OF MOBILE HOMES OF DECEASED MARINES, AND HEIRS OF DECEASED (U5545B)

1. (U5372.B2) For mobile home shipments involving deceased Marines, the maximum authorized weight allowance of HHG will be based on 18,000 lbs (net) weight, regardless of pay grade.

2. Transportation of the mobile home must be completed within 1 year after the Marine's death.

3. Extensions to the 1-year time limit may be requested from the CMC (LFT-4) by the Marine's next of kin.

10116. LOCAL MOVES (U5530)

1. A Marine who is directed in writing by the installation commanding officer to vacate government controlled space on which the mobile home is located, is entitled to government procured

transportation or reimbursement for the expenses incurred, not to exceed what the Government would have paid, (including temporary storage under JFTR U5555) to another site in the vicinity of the Marine's PDS. The reimbursable expenses include those necessarily incurred to make the mobile home ready for transportation, moving it to another location, and installing it at the new site.

2. Funding for such moves will be charged to O&MMC funds of the activity directing the move.

#### 10117. STORAGE

1. NTS of mobile homes is not authorized.

2. Temporary storage (U5555).

a. The cost of temporary storage is a separate entitlement and is in addition to the mobile home shipment entitlement.

b. Temporary storage of mobile homes is limited to 180 days.

#### 10118. ARTICLES OF HOUSEHOLD GOODS REMOVED FROM MOBILE HOME TO MEET SAFETY REQUIREMENTS (U5515G/U5330F)

1. Items that extend outside the mobile home and present a road hazard in transit shall be removed from the home and shipped separately. Additionally, loose items which are not original equipment and overload the floor of the mobile home will be shipped separately.

2. Articles removed from mobile homes may be shipped via the DITY method to reduce excess costs. Refer to paragraph 5109, 5205, and figure 10-1 of this Manual for excess cost calculation and procedures governing movement by DITY of articles of HHG removed from mobile homes to meet safety requirements.

3. The TMO will determine the articles required to be shipped separately through visual inspection of the mobile home.

10119. DISLOCATION ALLOWANCES. Dislocation allowances are permitted on the same basis as HHG moves for Marines moving mobile homes.

10120. LOSS AND DAMAGE CLAIMS. Refer to paragraph 11402 of this Manual for procedures to file loss and damage claims.

10121. TRANSPORTATION OF HHG DUE TO MOBILE HOME BREAKDOWN  
EN ROUTE (U5330F.4)

1. Shipment is authorized when circumstances beyond the Marine's control causes damage or destruction to the mobile home.

2. Marines are liable for excess costs over cost to ship their maximum weight entitlement (U5510A).

CHAPTER 10

TRANSPORTATION OF MOBILE HOMES

SECTION 2: COUNSELING

10200. APPLICABLE REGULATION. The TMO will counsel Marines on their responsibilities per paragraph 7001, DoD 4500.34R.

10201. GENERAL INFORMATION. The Marine is responsible for placing the mobile home and its tires, tubes, frames, and other parts in fit condition to ship and for loading the mobile home to withstand the stress of normal transportation. The Marine will not be compensated for any damage that results either from a latent defect in the construction of the mobile home, except when the carrier is aware of the defect and the Marine is not, or from the Marine's inability to place the mobile home in fit condition to ship.

10202. ALLOWABLE COSTS (U5505D). JFTR paragraph applies.

10203. COSTS NOT ALLOWED (U5505E). Counseling should emphasize that the most commonly incurred costs not payable by the Government are:

1. Removing obstructions, grading the roadway, or otherwise preparing the site to make it accessible to the carrier's equipment at origin and destination.
2. Tire purchases en route.
3. Materials purchased by the carrier for destination set up.
4. Purchase or rental of primary wheels and axles.
5. Materials or labor for in-transit structural repairs. Labor to repair and replace tires is allowed.
6. Installation of utilities.
7. Insurance.
8. Special handling.
9. To reseal the roof and weatherproof the home is not compensable, nor is any damage caused by the Marine's failure to do so.
10. Attempted pick up charges resulting from a mobile home which is not roadworthy are the responsibility of the Marine.

10204. REPAIRS EN ROUTE. Marine is responsible for paying necessary repairs en route. Such repairs can exceed \$5,000. Storage required as a result of these repairs is the responsibility of the Marine.

10205. PRIVATE INSURANCE. Private insurance should be considered due to the high risk of damage. Separate insurance is usually required for property shipped inside the mobile home.

10206. ELECTION OF MOBILE HOME ALLOWANCES (U5515A). Application for government transportation of a mobile home will be supported by a statement signed by the Marine to the effect that the Marine:

1. Understands that application for shipment or acceptance of payment for the transportation of the mobile home precludes transportation of UB and HHG for PCS moves within CONUS, within Alaska, or between CONUS and Alaska, as applicable except for such property removed from the mobile home for safe transportation under U5515G.
2. Has not requested and will not request transportation of the authorized weight allowance of HHG at government expense in connection with PCS moves within CONUS, within Alaska, or between CONUS and Alaska, as applicable.

10207. ENTITLEMENT/EXCESS COSTS. As stated in section 1 of this chapter, costs which exceed the costs of shipping the Marine's maximum weight allowance are not paid by the Government.

10208. REDUCING COSTS. Since costs not payable can be significantly high, to reduce them, Marines electing moves by commercial transporters in addition to other required items, should be counseled to:

1. Ensure mobile home is not overloaded.
2. Consider requesting a dislocation allowance.
3. Consider impact of costs in excess of allowable costs.
4. Check with destination to ensure mobile home entry into the area is not prohibited or restricted.



5. Ensure space is available, or will become available at destination within 6 months.
6. Consider performing some accessorial services themselves to save entitlement dollars for other services they cannot perform.
7. Ensure the mobile home is roadworthy in advance of commercial transporter's arrival for pick up.
8. Ensure body, frame, springs, wheels, axles, brakes, and tires are installed and in good condition. NAVSUP PUB 591 provides additional instructions.
9. Use Mobile Home Inspection Record, DD Form 1800, as a guide to pre-inspect the home for shipment.
10. Complete Inventory of Articles Shipped in Mobile Home, DD Form 1412.
11. Remove articles of HHG which must be removed for safety reasons; i.e., window air-conditioners, etc. This also includes loose HHG articles, not factory installed.
12. Consider performing a DITY move of the items removed from the mobile home for safety reasons. A DITY move of these items may reduce the excess costs.
13. Consider arranging with the transporter to follow the mobile home move or participate as an escort, if allowed by States en route, and if mutually convenient for the Marine and the commercial transporter.

10209. EXCESS COST COMPUTATION. Figure 10-1 is a sample excess cost computation. Computation used will be 105 percent of the code 1 segmented line haul rate and 105 percent of the code 1 MACPAX base line rate to determine the Marine's maximum entitlement.

CHAPTER 10

TRANSPORTATION OF MOBILE HOMES

SECTION 3: METHODS OF SHIPMENT/REIMBURSEMENT

10300. GOVERNMENT-PROCURED TRANSPORTATION (U5510A). Entitled to the allowable costs of transportation outlined in U5505D for mobile homes and to actual allowable transportation costs for rail cars. Not applicable for boats.

1. To the maximum extent practicable, the movement of mobile homes by a commercial transporter will be arranged by the TMO using a PPGBL.

2. Instructions for shipment of mobile homes at Government expense are contained in DoD 4500.34-R. Applications for the movement of mobile homes will be prepared on an Application for Shipment and/or Storage of Personal Property (DD Form 1299). In addition to the supporting documents required to ship HHG, two copies of an inventory of Articles Shipped in the Mobile Home (DD Form 1412) will be prepared by the owner. The original and copies of the DD Form 1299 will be distributed as follows:

a. The original DD Form 1299, and one copy of the PCSO's or other authority for shipment will be placed in an envelope clearly marked "Notice to Carrier - Do not Destroy - Enclosed Documents Must Accompany Billing for Payment of Transportation Charges." The envelope will be attached securely to the Government bill of lading when released to the carrier.

b. One copy of the DD Form 1299 and all supporting documents will be kept in the files of the origin transportation office.

c. One copy of the DD Form 1299 will be sent to the transportation office having jurisdiction over the area to which the mobile home is consigned.

d. One copy of the DD Form 1299 will be given to the owner.

e. One copy of the DD Form 1299 will be sent to:

Commander (Code 470)  
Marine Corps Logistics Bases  
Albany, GA 31704-5000

3. Upon receipt of a request for the movement of a mobile home, the PPSO will provide Headquarters, MTMC (MTPP-CD) with a request for a Mobile Home One Time Only (MOTO) rates per paragraph 7004 of DoD 4500.34-R.

4. Mobile home shipment procedures are outlined in paragraph 7008 of DoD 4500.34-R.

10301. MEMBER-ARRANGED MOVE BY COMMERCIAL TRANSPORTER (U5510B).  
Applicable to all types of mobile dwellings, including boats.

1. This is a voluntary option available to the Marine. Authority for a member-arranged move by commercial transporter must be granted by the TMO in writing.
2. If a mobile home transporter is used they must be operating pursuant to the Interstate Commerce Act in interstate commerce or under appropriate State statutes in intrastate commerce.
3. Entitled to the allowable costs of transportation outlined in U5505D for mobile homes and to all allowable transportation costs for other types of mobile dwellings.
4. Reimbursement will be limited to a cost not to exceed what it would have cost the Government to ship (including packing, pick up, linehaul or drayage, delivery, and unpacking) the Marine's maximum prescribed weight allowance of HHG from the old PDS to the new PDS or between points otherwise authorized in paragraph U5505 of the JFTR.
5. At the Marine's request, the TMO may authorize, in writing, personal procurement of commercial transportation services to move a mobile home.
  - a. The owner should be given the names of commercial transporters (carriers with ICC or intrastate licenses as required by the move) serving the area of the location of the mobile home and the procedures to be followed in obtaining a satisfactory low cost carrier.
  - b. The TMO will compute the maximum amount of the advance, based on 105 percent of the segmented line haul plus 105 percent of the code 1 "MAXPAK" base line rates. Refer to figure 10-1.
  - c. Marines are to be counseled to obtain a mobile home allowance advance under the provisions of U5560 using the mobile home allowance advance prepared by the PPSO/PPO and computed on

the DD Form 2277 or DD Form 1351, showing the maximum amount of advance authorized. PPSO/PPO shall forward a copy of the advance documents, including the advance allowance calculation to the Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000.

6. Advance Operating Allowance (U5560). Advance payment of mobile home allowances are authorized to personally procure shipment of a mobile home. Marines are authorized 105 percent of entitlement. The mobile home allowance advances will be paid, accounted for, and liquidated as prescribed in MCO P4650.37.

a. To obtain an advance allowance, the TMO must:

(1) Complete the application for shipment (DD Form 1299).

(2) Complete the dollar amount applicable, per paragraph U5560 of the JFTR.

(3) Provide a letter of authorization to the disbursing office citing paragraph U5560 of the JFTR, appropriation data, and the authorized dollar amount.

7. Reimbursement and liquidation procedures are discussed in paragraphs 10305 and 10306 below.

10302. MEMBER OPERATED, SELF-PROPELLED MOBILE DWELLING ON LAND OR WATER (INCLUDING FIFTH WHEEL TYPE MOBILE HOME)

1. Reimbursement (U5510B.3). A monetary allowance of \$.030 per mile will be provided on a reimbursement basis for the official distance between the points authorized in U5505A (the maximum distance authorized in the member's orders).

2. Reimbursement will be limited to a cost not to exceed what it would have cost the Government to ship (including packing, pick up, linehaul or drayage, delivery, and unpacking) the member's maximum prescribed weight allowance of HHG from the old permanent duty station to the new permanent duty station or between points otherwise authorized in paragraph U5505 of the JFTR.

3. To obtain an advanced payment, the procedures identified in paragraph 10301.6a, apply.

4. Reimbursement and liquidation procedures are discussed in paragraphs 10305 and 10306.

10303. MEMBER-PERFORMED MOVE BY TOWING A MOBILE DWELLING  
DESIGNED FOR TOWING OVERLAND (U5510B.2)

1. Mobile home allowance is limited to reimbursement of the expenses allowed under U5505D and E (tolls, fuel and oil, parking, and permit fees en route, etc.).
2. Reimbursement for temporary storage is authorized per U5555 of the JFTR.
3. To obtain an advanced payment, the procedures identified in paragraph 10301.6a apply.
4. Reimbursement and liquidation procedures are discussed in paragraphs 10305 and 10306.

10304. OTHER MOBILE DWELLINGS AS DEFINED IN JFTR DEFINITION OF MOBILE HOME. Includes a privately-owned rail car converted for use as a residence; a houseboat or sailboat that the member uses as a principal residence. When a member receives written authorization from the PPO/PPSO and procures transportation using a licensed commercial transporter, the allowable costs, as outlined in U5505D, apply. When boats are operated under their own power, reimbursement on the per-mile basis outlined in U5510B.3 applies.

10305. SUBMISSION OF REIMBURSEMENT CLAIM (U5510B.2). Allowable and nonallowable costs for member-arranged mobile home moves are identical to government-arranged moves per U5505D and E.

1. Claims for liquidation of advances and/or reimbursement under the authority of paragraph U5510-B of the JFTR, will be prepared on a DD Form 1351-2 and submitted with supporting documents to the Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 31704-5000. Documents normally required to support a claim are:

a. Three copies of PCSO's or other written authority which establishes the claimant's right to mobile home allowances.

b. Certification by the claimant in the following format:

(1) "I certify that the mobile home belongs to me and is intended for use as a residence by myself and/or my dependents. The following additional shipments were made at Government expense under identical orders supporting this claim."

(2) Indicate the PPGBL number, weight, date, and point of origin and destination of additional shipments. If no shipments were made, so indicate.

c. TMO's authority letter in those instances when the claimant has personally arranged for the movement of the mobile home with a commercial transporter.

d. The original commercial bill of lading and legible copy of all itemized receipts and permits for transportation of accessorial services for which reimbursement is claimed.

e. Receipts for fuel, oil, and parking fees in those instances when the mobile home is self-propelled or hauled by the member.

f. A certified copy of a power of attorney or other written authority in those instances when the claim is submitted by a person other than the military member.

g. If applicable, one legible copy of any advance payment documents received.

10306. LIQUIDATION. Members must liquidate their mobile home claim by filing a claim. In the event the claim is not liquidated within 90 days after the pick up date or 120 days after the advance is received, shall initiate collection action for the entire amount of the advance.

## Transportation of a Mobile Home

Computation used will be 105 percent of the code  
 1 segmented line haul rate and 105 percent of the code  
 1 MAXPAK base line rate to determine the member's maximum  
 entitlement.

EXAMPLE A: Shipment of mobile home from old PDS to new  
 PDS

Authorized shipment from Beaufort, South Carolina to  
 Jacksonville, North Carolina = 288 authorized miles  
 Authorized weight allowance = 9,000 lbs

Line haul rate:

\$15.30 cwt x 105% = \$16.07 cwt x 9,000 lbs = \$1,446.30

MAXPAK rate:

\$11.30 cwt x 105% = \$11.87 cwt x 9,000 lbs = \$1,068.30

Maximum entitlement:

Authorized Line haul rate + MAXPAK rate) = \$2,514.60

Total cost to Government (paid to carrier) for

Transporting mobile home: \$3,000.00

Maximum entitlement: \$2,514.60

Excess cost to member: \$ 485.40

EXAMPLE B: Shipment of mobile home from old PDS to new  
 PDS with DITY authorized.

Total cost paid to carrier \$3,000.00

Advance operating allowance: \$ 500.00

Total cost to Government: \$3,500.00

Maximum entitlement: \$2,514.60

Excess cost to member: \$ 985.40

EXAMPLE C: Shipment of mobile home from old PDS to new  
 PDS with DITY authorized.

Total cost paid to carrier \$3,000.00

Actual DITY costs: \$ 250.00

Total cost to Government: \$3,250.00

Maximum entitlement: \$2,514.60

Excess cost to member: \$ 735.40

Figure 10-1.--Mobile Home Excess Cost Calculations.

## CHAPTER 11

## CLAIM PROCEDURES

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CHAPTER 11

CLAIM PROCEDURES

SECTION 1: GENERAL INFORMATION

11100. APPLICABLE REGULATIONS. The applicable regulations and directives which apply to claim procedures for the loss and/or damage of personal property incident to transportation and/or storage of HHG are:

- Enclosure (5) of JAGINST 5890.1
- DoD 4500.34-R, chapter 10, PPTMR
- NAVMC 2760, It's Your Claim
- NAVMC 2668, It's Your Move

11101. ESTABLISHMENT OF A CLAIMS SECTION. A claims section will be established at each Marine Corps installation designated in the MTMC PPCIG, vol I/II, as a PPPO or PPSO. The claims section will assist Marines and other service component personnel in submitting claims for loss and/or damage of HHG against the carrier and the Government. Claims against the Government for Marine Corps members will be forwarded to the Commandant of the Marine Corps (MHP-40), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775.

11102. CLAIMS INVESTIGATING SECTION IDENTIFICATION. The CMC (MHP-40) has assigned each authorized claims section a numeric code for identification purposes.

11103. CARRIER SETTLEMENT. The Marine may elect to allow the carrier/agent the opportunity to repair or replace items.

1. The Marine must be advised that if the carrier/agent indicates a desire to repair or replace a damaged item, the carrier should be allowed to do so providing that it is a quick, reasonable, and fair settlement.
2. The Marine is not required to initially contact the carrier.
3. The Marine has a right to refuse such an offer.
4. Refusing carrier settlement does not prohibit the Marine from submitting a claim to a military claims office.
5. If the Marine negotiates a settlement with a carrier and is not satisfied with the carrier's actions, the Marine still retains the right to submit a claim with the Government.

11104. PARTIAL DELIVERIES. A separate DD Form 1840 is prepared and submitted for each partial delivery. Upon receipt of a DD Form 1840 for a partial delivery, the claims office shall annotate "PARTIAL DELIVERY" across the top left front of the DD Form 1840 and process the DD Form 1840 according to the procedures identified in paragraph 11204.2.

11105. GOVERNMENT LIABILITY. The Government is limited by statute to pay no more than \$40,000 on a claim which arises as a result of a single incident. Payment for claims of loss or damage to expensive and valuable items will not exceed the maximum per-item and per-category amounts set fourth in the "Armed Forces Schedule of Depreciation/Table of Maximums." See appendix A of NAVMC 2760 for partial listing.

11106. CARRIER LIABILITY

1. Domestic Through Government Bill of Lading (TGBL) Shipments

a. Carrier liability for loss or damage occurring within CONUS, is \$1.25 times the total net weight of the entire shipment. This basic coverage is provided at no cost to the Marine.

b. If additional increased valuation is desired, Marines may elect to release the shipment at a Higher Increased Released Valuation (Option 1) or Full Replacement Protection (Option 2) as identified in paragraph 11107.

2. International TGBL Shipments (ITGBL). Overseas Shipments. Carrier liability on international shipments, including Hawaii, is 60 cents per pound, per article. This is the basic carrier liability coverage and cannot be increased. Additional coverage may be purchased by the Marine from a commercial insurance source.

3. Direct Procurement Method (DPM) Shipments. A DPM shipment uses separate contractors to pack, transport, and unpack the shipment.

a. The origin and destination contractor liability is \$.60 per pound times the weight of the article or carton.

b. If liability lies against the motor freight carrier, the term article is defined as the weight of each packed item, such as the weight of a broken dish within a carton rather than the net weight of a carton, as used with the origin and destination contractors. Liability is computed against the motor freight carrier at a rate of \$0.10 per pound times the weight of the article.

c. The destination contractor is liable for loss and damage unless it can be proven that the damage occurred elsewhere.

d. For additional information regarding DPM carrier liability, refer to JAGINST 5890.1.

4. NTS Shipments. A storage company's liability for personal property in NTS is limited by contract with the Government to a maximum of \$50 per inventory line item for those items which are lost or damaged due to carrier negligence.

11107. INCREASED VALUATION. Increased released valuation (IRV) is the basic valuation for service codes 1 and 2 and is fully paid by the Government. IRV is not reflected on the GBL by any special language. IRV released valuation is \$1.25 multiplied by the net weight of the shipment (\$2.50 multiplied by the net weight of the shipment to and from Alaska). If additional coverage is desired, the Marine may elect to release the shipment at a higher increased released valuation (Option 1) or full replacement protection (Option 2) as follows:

1. Higher Increased Released Valuation (Option 1). This type coverage may be purchased by the property owner who desires protection for items whose value exceeds a maximum allowance or for a shipment whose value exceeds the statutory maximum. This option must be declared at the time of counseling and annotated on the original PPGBL. A GBL correction notice is acceptable only if the carrier or its agent receives the notice of correction before shipment pick up. Option 1 is not available on overseas shipments or during periods of NTS. Option 1 increases the released valuation to \$3 times the net weight of the shipment.

a. Option 1 may be listed on the GBL as, "Option 1: \$(Lump sum weight multiplied by \$3)" or "Option 1: \$3 times net weight."

b. The claimant must initially file a claim with the carrier. The Government will only accept a claim if:

(1) The carrier denies the claim.

(2) The delay in settlement would cause a hardship.

(3) The carrier fails to satisfactorily settle the claim within 30 days.

c. If the Marine is not satisfied with the carrier settlement and files a claim against the carrier, the Marine should not sign any releases or deposit any checks received from

the carrier. All correspondence, including check received from the carrier should be submitted with the Government claim.

2. Option 2 (Full Replacement Protection). This type coverage may be purchased by the property owner who desires protection for items whose value exceeds a maximum allowance or who does not wish to have the replacement cost of destroyed/missing items depreciated. This coverage provides for the repair or replacement of damaged/missing items at their full current value. This option must be declared at the time of counseling and annotated on the original PPGBL. A GBL correction notice is acceptable only if the carrier or his agent receives the notice of correction before shipment pick up. Option 2 is not available on overseas shipments or during periods of NTS. Minimum coverage available under option 2 is \$21,000 or \$3.50 times the net weight of the shipment, whichever is greater.

a. Option 2 may be listed on the GBL as, "Option 2: \$(Lump sum weight multiplied by \$3.50)" or "Option 2: \$3.50 times net weight."

b. The claimant must initially file a claim with the carrier and allow the carrier the right to repair or replace the items. The Government will only accept a claim if:

(1) The carrier denies the claim.

(2) The delay in settlement would cause a hardship.

(3) The carrier fails to satisfactorily settle the claim within 30 days.

c. If the Marine is not satisfied with the carrier settlement and files a claim against the carrier, the Marine should not sign any releases or deposit any checks received from the carrier. All correspondence, including check received from the carrier should be submitted with the Government claim.

11108. PRIVATE INSURANCE. When private insurance covers the property shipped, claims must be made against the private insurance before making any claim against the Government.

#### 11109. INCONVENIENCE CLAIMS

1. An inconvenience claim may be filed by the Marine against the carrier for bona fide expenses caused by the late delivery of HHG. Although there are no legal requirements for the carriers to honor these claims, the carrier industry has shown a willingness to honor reasonable inconvenience claims. DoD 4500.34-R, paragraph 10000.2, refers.

2. When submitting a claim of this nature, the Marine shall be advised by the TMO of the following:

- a. Submit the claim separate from any claim initiated against the carrier for loss/damage.
- b. Submit the claim to the home office of the carrier.
- c. Claim reimbursement will be for only those expenses which would not have occurred had the HHG arrived on time.
- d. Support the claim with appropriate documents, such as a copy of the PPGBL and out-of-pocket expense receipts for lodging, food, laundry, and rental expenses. When it is extremely difficult or impossible to obtain receipts, a sworn statement by the Marine should accompany the claim, certifying the claim to be correct and that it is understood that the submission of a false claim is a violation of Federal law.
- e. Claims should include only the cost of living expense over and above what would normally be expended if the shipment had been picked up or delivered on the required dates.

3. Inconvenience claims considered justified, either in whole or in part, which are denied by the carrier may be forwarded to the Commandant of the Marine Corps (LFT-4), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775, for further coordination with the Commander, MTMC. When forwarding a claim to the CMC, the TMO will include a statement as to the reasonableness of the claim.

11110. EMERGENCY PAYMENTS. When loss or damage to personal property results in undue hardship to a Marine and/or family, the claims section can request an emergency payment from the CMC (MHP-40).

1. Emergency payments are only to be requested when the claimant needs funds to feed, clothe, or house themselves and/or their families as a result of a compensable loss. A partial payment of an appropriate amount may be authorized by the CMC (MHP-40), normally one half the estimated total payment.

2. When the claims investigating officer (CIO) believes a claimant situation warrants an emergency payment and is eligible as a proper claimant per JAGINST 5890.1, the following procedures apply:

- a. CIO contacts the CMC (MHP-40) and confirms the claimant is a proper claimant per JAGINST 5890.1 and provides an opinion regarding the reasonableness of the emergency payment in

relationship to the amount of damage and hardship caused the claimant or family. This opinion will be based on an actual inspection of the damages and/or evidence on file supporting nondelivery of personal property.

b. Claimant prepares and signs a statement requesting an emergency payment explaining in detail the circumstances of the loss or damage, the extent of the loss or damage, the estimated total value of the claim, and the reason an emergency payment is required. In addition, the following paragraph will be included on the Marine's statement.

"I am aware that any amount advanced will be in partial payment of my claim and will not constitute a final settlement of the claim. I agree to refund the Government if the amount of the emergency payment exceeds the amount allowed following final adjudication by the CMC (MHP-40). I am aware of the penalties imposed by Title 18, Section 287 of the U.S. Code for willfully making a false claim."

c. Claimant completes and signs a DD Form 1842 (using the estimated amount of the loss as the amount of claim).

d. CIO endorses the claimant's emergency claims package with a statement formalizing the facts presented in paragraph 2a, above. At a minimum the endorsement will contain the Marine's name, rank, SSN, EAS, number of members in family, cause of loss, type of items involved, estimated amount of claim and other pertinent information.

e. CIO transmits required documents to the CMC (MHP-40) via facsimile.

3. If the emergency payment is approved, a message will authorize the local disbursing office to make payment to the claimant from personnel claims funds authorization.

4. If the final claim has not been filed within 60 days of the advanced payment, the CIO will notify the CMC (MHP-40).

11111. CLAIMS NOT PAYABLE UNDER THE PERSONNEL CLAIMS ACT.

Damage to rental cars and inspection/treatment of gypsy moth infestation are not payable under the personal claims act.



CHAPTER 11

CLAIM PROCEDURES

SECTION 2: REPORTING LOSS AND DAMAGE

11200. LOSS AND/OR DAMAGE DOCUMENTATION. The DD Form 1840/1840R (Joint Statement of Loss or Damage at Delivery/Statement of Loss and Damage) is the single source document for recording loss or damage upon delivery of a partial or full shipment of personal property. Annotation of loss or damage on other forms is not appropriate nor acceptable for documenting claims.

11201. DD FORM 1840/DD FORM 1840R DESCRIPTION. The DD Form 1840/1840R is a two-sided pink form. The front side of the form is the DD Form 1840. The reverse side of the form is the DD Form 1840R. Three copies of the DD Form 1840 are provided by the carrier/agent at time of delivery. Specific instructions for their use are contained below.

11202. LOSS AND DAMAGE NOTED AT TIME OF DELIVERY. On the date of delivery, the driver and the Marine are required to identify all loss and damage noted at time of delivery on the front side of the DD Form 1840. If more than one sheet is required, mark block 14a of the DD Form 1840 and use additional DD Form 1840's or continuation sheets until all damage noted at time of delivery is noted. Loss or damage noted at time of delivery is not to be recorded on the DD Form 1840R. The claimant and the driver are required to sign all copies of the DD Form 1840 at time of delivery.

11203. LOSS AND DAMAGE NOTED AFTER DELIVERY. Loss or damage noted after delivery is annotated on the DD Form 1840R. This is the reverse side of the DD Form 1840. Ensure annotations on the DD Form 1840R appear on all three copies provided.

11204. CARRIER NOTIFICATION OF LOSS AND DAMAGE. The Marine must complete the DD Form 1840/1840R and present the form to the claims office within 70 days from date of delivery. Failure to do so may result in the Marine's claim being reduced by the amount for lost carrier liability. Upon receipt, the claims office shall distribute the DD Form 1840 as follows:

1. One copy to the destination PPSO.
2. One copy to the carrier to advise of additional loss/damage. This copy must be postmarked no later than 75 days from the date of delivery.

3. One copy for filing within the claims office.

11205. THE CLAIMS PACKAGE. The Government claim will be submitted by the Marine on a DD Form 1842 (in triplicate). The DD Form 1842 must contain a detailed statement of the circumstance surrounding the claim. The original DD Form 1842, signed by the Marine, along with the required supporting documents are forwarded to the CMC (MHP-40). A power of attorney is required when anyone else signs the DD Form 1842 in lieu of the Marine.

1. Upon receipt of a completed claim, the claims office receiving the claim shall date stamp the DD Form 1842 and identify the receiving office.
2. Figure 11-1 identifies the required documents which must be assembled and included as part of the claims package.
3. Once all information in a claims package is complete, the claim is mailed to the CMC (MHP-40) for adjudication. Batch mailing is not authorized.

11206. STATUTE OF LIMITATIONS

1. The claim must be presented in writing to a military installation within 2 years after it accrues.
2. A claim accrues on the day the claimant knows or should know of the loss. Normally this is the day of delivery or the day the claimant loses entitlement to storage at government expense (whichever occurs first). If a claimant's entitlement to government storage terminates, but the property is later delivered at government expense, the claim accrues on delivery. In computing the 2 years, exclude the first day (day of delivery) and include the last day. If the last day falls on a Saturday, Sunday, or holiday, extend the 2 years to the next workday.

11207. CLAIMS INVESTIGATING OFFICER REPORT. Upon receipt of a completed claims package, the CIO shall prepare an advisory report regarding the claim, by line number on the DD Form 1844, and forward the completed package to the CMC (MHP-40) for adjudication. Refer to section 3 of this chapter.

		A. CLAIM FORMS:
INCLUDED	N/A	
_____		1. DD Form 1842
_____		a. Facts/circumstances stated
_____		b. Signed by claimant in block 17
_____		c. Claimant's EAS on top of DD 1842
_____		d. Stamped with date received by TMO
_____		e. CIO's signature in block 21a
_____		f. TMO signature and ID Code in block 21C
_____		2. DD Form 1844
_____		a. Inventory numbers entered in block
_____		b. All line items have purchase dates, prices, amount claimed (replacement or repair)
		B. EXHIBITS:
_____		1. PCS orders
_____		2. Pick up inventory
_____	_____	3. Rider to inventory
_____		4. GBL (If Option 1/2, claim must be filed with carrier first)
_____		5. DD Forms 1840/1840R (1840R with date dispatched and signature of dispatcher)
_____		6. Estimates/Repair bills
_____		a. Letterhead paper showing name, address, phone # of repair firm
_____		b. Signed by repairman
_____	_____	7. Carrier's estimate (if made)
_____	_____	8. Copy of claim against the carrier, storage contractor, or insurance company and any replies thereto which have been received or statement of no insurance coverage.
_____		9. CIO report
_____		10. CIO transmittal report
_____	_____	11. Power of Attorney
		C. CARRIER RECOVERY DOCUMENTS: Do not mail to carrier. Include in package to the CMC (MHP-40)
_____		1. Completed DD Form 1843 (original +1 copy)
_____		2. Documents for carrier
_____		a. DD Form 1840/1840R
_____		b. Estimates of repairs
_____		c. GBL
_____		d. Statement of nonreparable items

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 Signature CIO

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 Date Signed

CHAPTER 11

CLAIM PROCEDURES

SECTION 3: RESPONSIBILITIES

11300. MARINE'S RESPONSIBILITIES. The TMO must inform the Marine when counseled of the following requirements:

1. Act promptly in identifying all lost or damaged property.
2. Record all loss or damage on DD Form 1840 at the time of delivery. If the carrier fails to provide this form at delivery, the Marine should immediately notify the destination TMO.
3. Record any lost or damaged items noted after delivery on DD Form 1840R (reverse side of DD Form 1840) and submit to the responsible personal property claims office within 70 days of the delivery date. Failure to do so will result in the Marine's claim being reduced by the amount for lost carrier liability.
4. Determine the dollar value of the loss or damage. Obtain a written estimate of repair for damaged but reparable items or, if repairs are made, a copy of the repair bill. Regardless of the total amount of the claim, the requirement for a written estimate for the cost or repair of any item for which the amount claimed is less than \$100 normally will be waived, providing that the claims investigating officer has personally inspected the property or evidence otherwise available is sufficient to support the claim.
5. If the Marine has insurance with a private insurance company, the Marine must submit a claim against the private insurance company, providing the policy was in effect or purchased at the time the HHG were moved.
6. Keep the claims investigating officer (claims processing office) advised of all correspondence or settlement received from the carrier or insurance company.
7. Retain all damaged or broken items for inspection by the TMO or carrier.
  - a. The carrier has the right to inspect any damaged item within 45 days from the date that the DD Form 1840/1840R was dispatched or within 75 days from the delivery date, whichever is later.
  - b. Obtain disposition instructions immediately from the TMO for those items which can cause health hazards.

8. Complete DD Form 1843 (Demand Against the Carrier) and submit with claims package.

9. Hold items marked SV/T on the adjudicated DD Form 1844 for pick up by the carrier or return to the claims section as specified on the adjudicated DD Form 1844. Coordinate with the TMO prior to delivering the items to the property disposal office.

11301. CARRIER'S RESPONSIBILITIES

1. Provide the Marine with DD Form 1840/1840R at the time of delivery.

2. In conjunction with the Marine, sign the DD Form 1840 after completing section B thereon, at the time of delivery.

3. Provide the Marine with three jointly signed and completed copies of DD Form 1840.

4. Provide a copy of the DD Form 1840 to the TMO within 30 days of the delivery date.

5. Pay, decline, or make a firm settlement offer in writing to the CMC (MHP-40) within 120 days after receipt of the claim.

11302. CLAIMS OFFICE RESPONSIBILITIES. The claims office will provide all necessary advice and assistance to the Marine. This includes:

1. Ensuring all forms and supporting documents have been properly signed, are in order and meet the requirements necessary for filing a claim.

2. Providing direction regarding obtaining estimates for repair and/or replacement of damaged/lost items.

3. Preparing a CIO report for each claim.

4. Arranging for inspection of damaged property. Disposition instructions for those items which can cause health hazards should be provided as quickly as possible.

5. Assisting claimant in processing items through the disposal system. DoD 4160.21-M and MCO P10150.1, refer.

6. Advising the Marine that payment of personal property claims for active duty Marines are paid via the JUMPS/MMS system.

7. Monitoring for fraudulent claims. If a fraudulent claim is suspected, the incident should be referred to the NIS/CID, as appropriate.

11303. CMC (MHP-40) RESPONSIBILITIES. The CMC (MHP-40) is responsible for:

1. Receiving and adjudicating claims.
2. Processing payment for active duty Marines through JUMPS/MMS. Pay Inactive/RELAD Marines via hard check.
3. Notifying the claims office of final settlement amount.
4. Providing the claimant with a copy of the adjudicated 1844 containing an explanation of the claims settlement.
5. Reconsideration procedures.
6. Identifying items to be turned over for salvage/disposal.
7. Lawsuits from third parties incident to the loss and/or damage of personal property will be forwarded to the CMC (MHP-40). The CMC (MHP-40) will further notify Legal Counsel (CL) and/or the Judge Advocate General (JAR) as appropriate.

CHAPTER 11

CLAIM PROCEDURES

SECTION 4: POV, BOAT, MOBILE HOME, AND DITY CLAIMS

11400. PRIVATELY-OWNED VEHICLE (POV) CLAIMS. Damage to POV's is listed on the Private Vehicle Shipping Document for Automobiles, DD Form 788, when the vehicle is picked up at the port. Obvious external damage that is not listed is not payable. Damage the claimant could reasonably be expected not to notice during pick up at the port should be considered if the claimant reports the damage to claims personnel within a few days after arriving at the installation. The maximum payment, including property in the vehicle is \$20,000.

11401. BOAT CLAIMS. Damage to boats must be listed on the DD Form 1840/DD Form 1840R. Maximum payment is \$15,000 when damage occurred during shipment.

11402. MOBILE HOME CLAIMS. Claims for damage to mobile homes and contents in shipment are payable unless the damage was caused by structural or mechanical defects. The claimant must submit the following documentation to support a claim for damage to a mobile home during shipment.

1. DD Form 1800. This document shows the condition of the home at origin prior to shipment and damages noted at delivery. Damages may also be listed on the DD Form 1840/DD Form 1840R.
2. DD Form 1863, Accessorial Services - Mobile Home.
3. DD Forms 1840/1840R.
4. DD Form 1412, Inventory of Items Shipped in Housetrailer.
5. DD Form 1841, Government Inspection at Destination.
6. Driver's Statement. The mobile home carrier should be requested to provide a statement, within 14 days after delivery, explaining the circumstances surrounding the damage as well as detailed travel particulars. If the mobile home carrier does not respond, the file should be so annotated.
7. Owner's Statement. At a minimum the owner will provide a statement concerning the age of the mobile home, the date and place purchased, any prior damage or repairs, all prior moves, and prior claims.

8. Estimate of Repair. The estimate of repair should be obtained from repair firms rather than from firms which sell mobile homes.

9. Engineer's Statement. The claimant should obtain a statement from a qualified engineer or vehicle maintenance professional with expertise in mobile homes explaining the cause of damage when the possibility of a latent defect exists.

11403. DITY MOVE CLAIMS. In certain circumstances, loss or damage to property shipped using the DITY program is compensable. The claimant is required to substantiate that the loss or damage occurred while in shipment and beyond the claimant's control.

1. Improper packing is considered within the Marine's control.

2. Damage is presumed to be the result of improper packing unless evidence is presented to show the damage was caused by something beyond the claimant's control. An example of damage which was beyond the claimant's control is a truck being rear-ended by a drunk driver.



CHAPTER 11

CLAIM PROCEDURES

SECTION 5: REIMBURSEMENT FOR SHIPMENTS MADE AT  
PERSONAL EXPENSE

11500. THE DITY PROGRAM. The provisions of this section do not apply to shipments made under the DITY program. Instructions concerning movement under the DITY program are contained in chapter 5 of this Manual.

11501. BASIS FOR REIMBURSEMENT (U5320D). When a Marine arranges for shipment of HHG because a PPO was not available or because the Marine was instructed by the TMO to make a shipment at personal expense, the Marine may be reimbursed for the actual cost, exclusive of special routing and service referred to in paragraph U5320E of the JFTR. Reimbursement may not exceed the cost which would have been incurred by the Government had the shipment been made by a TMO.

1. When a TMO instructs the Marine to make a shipment at personal expense, such instructions will be provided to the Marine in writing. Included in the letter will be verbiage which advises the Marine that reimbursement may not exceed the cost which would have been incurred by the Government had the shipment been made by a TMO and the applicable rate. Figure 11-2 is a sample letter.

2. When a Marine arranges for shipment of HHG at personal expense for any other reason, a statement from the Marine will be required to support the claim. In no case shall reimbursement exceed the cost which would have been incurred by the Government had the shipment been made by a TMO.

11502. PREPARATION AND SUBMISSION. Claims for reimbursement will be prepared on DD Form 1351-2. The claim, together with required supporting documents, will be submitted to the Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 37104-5000. Charges for all services such as packing, crating, draying, storing, transporting, and unpacking in connection with one shipment of HHG may be included in one claim for reimbursement.

11503. SHIPMENTS BY MOTOR FREIGHT. Each claim for reimbursement in connection with shipments by motor freight, including packing, crating, storing, draying, unpacking, and uncrating, will be supported by the following documents:

1. Copy of PCSO's or other written authority for shipment.
2. Original bills for any packing, crating, storing, draying, unpacking, and uncrating. (Such documents will be receipted as paid in full in the original handwriting of the contractor, or an authorized agent of such contractor, who performed the services.)
3. Original carrier's bill for transportation showing the date shipment was made, point of origin, point of destination, weight of PBP&E, weight of other articles, total weight shipped, amount of charges paid, and receipted as paid in full.
4. Statement of the reason(s) why transportation could not have been arranged through a TMO. (Where applicable, include the statement from the TMO which instructed the Marine to move at personal expense.)
5. Copy of the time limit extension authorization, when applicable.
6. Copy of the power of attorney or written authorization when a claim is submitted by a person other than the Marine.

11504. SHIPMENTS BY COMMERCIAL VAN. On shipments by commercial van carrier, an attested scale weight ticket will be furnished in addition to the applicable documents prescribed in paragraph 11503.

11505. SHIPMENTS BY DIRECT HIRE OR CONVEYANCE WITH OR WITHOUT OPERATORS OF CONVEYANCE. In addition to the applicable documents prescribed in paragraph 11503, the following documents are required:

a. The original rental agreement and paid receipts for expenses, such as:

- (1) Packing Materials. Cartons, tape, rope, etc.
- (2) Equipment. Hand trucks, pads, rental hitch, etc.
- (3) Labor Charges. Labor charges incurred loading or unloading the HHG. (Labor performed by the Marine or the Marine's immediate family is not reimbursable.)
- (4) Road Tolls/Ferry Fees. For rental trucks or rental trailers only. (When a trailer is used, ensure that the receipt obtained is separate from the towing vehicle or the specific cost for the trailer is identified.)

(5) Gasoline

(a) In connection with a rental truck, the receipt must cite the rental vehicle number, date purchased, place of purchase, number of gallons, cost per gallon, total cost, and Marine's name, rank, and social security number.

(b) When a rental trailer is used, reimbursement will be 10 percent of the total amount of gasoline used by the towing vehicle (receipts required) to compensate for the number of miles per gallon lost due to towing the trailer.

11506. TEMPORARY STORAGE. When a Marine personally procures shipment of HHG, reimbursement not to exceed what the cost to the Government would have been had the Government contracted for the storage is authorized for a maximum period of 90 days.

4050  
TMO/

From: Traffic Management Officer  
To:

Subj: REIMBURSEMENT FOR SHIPMENT AT PERSONAL EXPENSE

Ref: (a) JFTR U5320D

1. You have been instructed to ship your property at personal expense due to carrier nonavailability. Reimbursement may not exceed the cost which would have been incurred by the Government had the shipment been made by a TMO at the applicable commercial rate.

2. To claim for reimbursement, complete a DD Form 1351-2 and forward it with appropriate supporting documentation to the Commander (Code 470), Marine Corps Logistics Bases, Albany, GA 37104-5000.

3. Charges for all services such as packing, crating, draying, storing, transporting, and unpacking in connection with one shipment of HHG may be included in one claim for reimbursement. Supporting documents required to support shipments by motor freight include:

- Copy of PCSO's or other written authority for shipment with all endorsements.
- Original bills for any packing, crating, storing, draying, unpacking, and uncrating.
- Original carrier's bill for transportation showing the date shipment was made, point of origin, point of destination, weight of PBP&E, weight of other articles, total weight shipped, amount of charges paid, and receipted as paid in full.
- Copy of the time limit extension authorization, when applicable.
- Copy of the power of attorney or written authorization when a claim is submitted by a person other than the Marine.
- Certificate of ownership.

4. On shipments by commercial van carrier, an attested scale weight ticket will be furnished in addition to the above.

5. On shipments by direct hire or conveyance, the original rental agreement and paid receipts for expenses (such as packing materials, labor charges (labor performed by the Marine or the Marine's immediate family is not reimbursable), road tolls/ferry fees, and gasoline will be furnished in addition to the applicable documents prescribed above.

Figure 11-2.--Letter Authorizing Reimbursable Transportation.

## CERTIFICATE OF OWNERSHIP

I certify that the shipment consisted of HHG and personal effects which belonged to me and were used by myself (or family) previous to the effective date of change of station orders and were not intended directly or indirectly for any other person or persons or for sale, and that the following shipments were previously made at Government expense under the identical travel orders supporting this claim (if none, indicate none). (     ) If applicable, provide state origin, destination, bill of lading number, date, and weight of shipment.

I further certify that the declared professional books and equipment belong to me and are necessary in the performance of my official duties.

Previous shipments:

Origin	_____	_____
	City	State

Destination	_____	_____
	City	State

B/L #	_____	Date_____	Weight_____
-------	-------	-----------	-------------

Travel Orders	_____	From_____	To_____
---------------	-------	-----------	---------

Origin	_____	_____
	City	State

Destination	_____	_____
	City	State

B/L #	_____	Date_____	Weight_____
-------	-------	-----------	-------------

Travel Orders	_____	From_____	To_____
---------------	-------	-----------	---------

I have not made and will not make claim for a house trailer allowance.

-----  
Signature of Member

Figure 11-2.--Letter Authorizing Reimbursable  
Transportation--Continued.

## CHAPTER 12

## TRANSPORTATION VOUCHER CERTIFICATION BRANCH

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CHAPTER 12

TRANSPORTATION VOUCHER CERTIFICATION BRANCH

12000. MISSION. To certify payment for public vouchers and vouchers for transfer between appropriations and/or funds and DoD billings for the world-wide movement of Marine Corps personnel and things, including freight, HHG, personal effects, baggage, mobile homes, boats, and POV's, as well as, associated charges applicable to Marine Corps appropriations.

12001. FUNCTIONS

1. Certifies for payment public vouchers, contractual invoices for movement of Marine Corps personnel, HHG, personal effects, freight, UB, mobile homes, boats, POV's received from commercial carriers and government contractors.
2. Processes and receives settlement on all claims against commercial carriers for the Marine Corps for loss and damage of freight and unearned transportation charges for HHG.
3. Maintains an electronic audit trail on vouchers, invoices, and billings certified by payment from Marine Corps transportation funds.
4. Prepares transportation statistical reports as required by regulations of the CMC, MTMC, and GSA.
5. Provides quality control relative to expenditure of Marine Corps funds for movement of personnel, personal property, and freight for the Marine Corps.
6. Performs collection action against commercial carriers for unearned and/or erroneous charges paid previously that are reimbursable to the Government.
7. Initiates collection action against Marines and civilian members for excess costs incurred when entitlements are exceeded.
8. Receives and processes all DITY claims for Marines who have elected to use this option for moving their personal property with the exception of DITY moves paid by local funds (local move DITY).

12002. PROMPT PAYMENT. Billings received by this organization must be paid per the provisions of the Prompt Payment Act.

12003. APPLICABLE REGULATIONS. Transportation Voucher Certification Branch ( ) follows guidelines set forth by the Joint Federal Travel Regulation, the Navy Comptroller Manual, Code of Federal Regulations and this Manual.

12004. POINTS OF CONTACT

1. Marines inquiring on excess costs after receiving a DD Form 139, Pay Adjustment Authorization (PAA), may contact the following telephone numbers.

a. Excess costs other than DITY moves

COML: 912-439-5677  
DSN: 567-5677

b. Excess costs for DITY moves

COML: 912-439-5678  
DSN: 567-5678

2. Marines inquiring on the status of DITY claims may contact the following telephone numbers ONLY after 60 days from the time they submitted their claim.

COML: 912-439-5678  
DSN: 567-5678

12005. DUTY HOURS. Duty hours are from 0800 - 1630, Eastern Standard Time.

12006. EXCESS COSTS. Excess cost procedures are discussed throughout this Manual.

12007. DITY MOVE PROGRAM

1. is responsible for the processing of all DITY move claims except those procured by local funds.

2. will track advance operating allowances and issue a pay adjustment authorization when the final DITY move claim is not received within 90 days after the operating allowance was received.



12008. MOBILE HOME ADVANCED PAYMENTS. will track advanced operating allowances and issue a pay adjustment authorization when the final mobile home claim is not received within 120 days after the operating allowance was received.

## CHAPTER 13

TRANSPORTATION OPERATIONAL PERSONAL PROPERTY STANDARD SYSTEM  
(TOPS)

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CHAPTER 13

TRANSPORTATION OPERATIONAL PERSONAL PROPERTY STANDARD SYSTEM  
(TOPS)

13000. GENERAL. The Transportation Operational Personal Property Standard System (TOPS) is a DoD mandated automated system which standardizes operating procedures for the DoD Personal Property Shipping and Storage program worldwide. TOPS is designed to improve visibility, and provide an electronic communication link for all personal property offices worldwide. TOPS consists of five basic modules:

1. Counseling.
2. Outbound.
3. Inbound.
4. NTS.
5. Quality Assurance.

13001. UTILIZATION. All Marine Corps sites on line with TOPS are required to use all modules to their fullest capacity. Should a module malfunction, sites will use the procedures described in paragraph 13008 to identify the problem and obtain appropriate alternative courses of action.

13002. TOPS DEVELOPMENT. The following organizations have been developed to ensure the successful development, deployment, and implementation of TOPS.

1. JDT. The Joint Development Team is comprised of representatives from each branch of service (including Coast Guard), MTMC, and TOPS. The role of the JDT is to develop site deployment plans, ensure TOPS is implemented, recommend acquisition of new hardware, prioritize the development of new software, prioritize upgrades to existing software, recommend hardware upgrades, prioritize upgrade distribution, and prioritize training needs.
2. Joint Steering Committee (JSC). The joint steering committee is the decisionmaking body which approves JDT decisions and makes recommendations to the Configuration Control Board. The CMC (LFT-4) is the Marine Corps JSC representative.

3. Configuration Control Board (CCB). The CCB receives recommendations from the JSC and advises the General Officer Steering Committee (GOSC) regarding TOPS matters. The CMC (LFT) is the Marine Corps CCB representative.

4. General Officer Steering Committee (GOSC). The GOSC is the policy making body which governs TOPS development and implementation. The CMC (LF) is the Marine Corps GOSC member.

13003. EQUIPMENT. Equipment purchased to perform TOPS functions is the property of TOPS.

1. Requests to move TOPS equipment are forwarded to CMC (LFT-4), Attn: TOPS JDT.

2. Activities with TOPS equipment are responsible for accountability of the equipment. If the equipment is no longer needed, the activity is responsible to notify CMC (LFT-4) for redistribution.

13004. UPGRADE EQUIPMENT. Requests for additional equipment or system upgrades are forwarded to CMC (LFT-4). Requests must be in writing and contain proper justification to support the requirement.

13005. FUNCTIONAL TRAINING

1. The TOPS functional training is a 5-day course of instructions designed to teach transportation personnel to perform their duties using TOPS. The training consists of five modules, which encompasses the leading functions required to process personal property shipments from start to finish as well as associated functions (QA, NTS billing, etc.). Additionally, the TOPS users will receive computer hardware familiarization training that will ease the transition from conducting personal property functions in a manual environment.

2. TOPS functional training is geographically regionalized. Only personnel from Marine Corps sites coming on-line with TOPS for the first time or sites receiving a new hardware system will receive TOPS functional training (training of new personnel/employees or refresher training for Marine Corps sites already on-line is the responsibility of the TMO).

13006. TOPS ADMINISTRATOR (TOPSA)

1. The TMO will designate two transportation-type personnel to be the primary and alternate TOPSA. This requirement exists

regardless of site size. Both the TOPSA and ATA will be identified in writing. A copy of the assignment letter will be forwarded to the CMC (LFT-4).

2. The primary and alternate TOPSA will attend TOPS administrator training. Quotas for the TOPSA training course will be obtained from the CMC (LFT-4).

3. The TOPSA (primary or alternate) will be responsible to perform the following duties daily:

a. Morning:

(1) Change the tape in preparation for 1200 hours automatic backup.

(2) Save mail to "tamail" file.

(3) Read mail and review for anything out of the ordinary (error messages, rejects, etc.) that needs to be brought to the attention of the TOPS HOTLINE. The TA or ATA will read the TOPS Email at least once daily.

(4) Print mail that is out of the ordinary to discussing with the TOPS HOTLINE.

(5) Clean printer queues and temporary files.

(6) Check uninterrupted power source battery indicator daily.

b. Evening:

(1) Change the tape in preparation for 2000 hrs automatic backup.

4. Other duties are detailed in the TA Handbook.

5. The TOPSA is responsible to perform a shutdown of the system as often as needed but not less than once a week (see TOPS Administrator Handbook for detailed instructions).

6. The TOPSA shall perform the archiving procedures at least twice a year (see the TOPS Administrator Handbook for detailed instructions). Site size (class 1, 2, 3, 4, or 5) and the number of shipment records completed since the last archiving procedure determine when to archive. The TOPS HOTLINE should be notified prior to scheduling archiving. This will allow them to provide assistance.

7. The TOPSA shall maintain the TOPS Problem/Incident Report Logbook to ensure that all appropriate log entries are made as

indicated in paragraph 13007 of this Manual and should be the point of contact for the TOPS HOTLINE. All duties and responsibilities outlined in the TA Handbook should be performed by the TOPSA/ATA.

13007. PROBLEM/INCIDENT REPORT LOGBOOK

1. All sites on-line with TOPS will maintain a TOPS Problem/Incident Report Logbook. Whenever the Customer Assistance Office (CAO) is called for assistance with functional or technical problems, a log entry will be made. Additional entries should be made at a minimum of twice daily to document the status of the system.

2. The TOPS Problem/Incident Report Logbook will consist of the following entry categories:

- Name of individual placing call
- Name of individual at CAO contacted
- Date/time problem/incident reported
- Type of problem (functional or technical)
- Summary of problem/incident
- Problem/Incident report number assigned (when applicable)
- Date/time problem was solved
- Action taken to solve problem

13008. SYSTEM FAILURE

1. The TOPSA will contact the TOPS CAO Hotline when functional or technical problems occur.

2. If TOPS is in a down status (unable to perform personal property functions) for 24 hours or longer, the TOPSA will contact the CMC (LFT-4) and notify the TOPS Joint Development Team (JDT) representative of the problem (TOPS Problem/Incident Report Logbook information should be on hand to provide pertinent information).

13009. TOPS HOTLINE NUMBERS

Toll Free 1-800-331-7348 (CONUS ONLY)  
DSN: 656-5611  
COML: 703-806-5611

## APPENDIX A

RELATED PERSONAL PROPERTY TRANSPORTATION REGULATIONS

MCO P1000.6	Assignment, Classification and Travel System
MCO P1900.16	Marine Corps Separation and Retirement Manual
MCO P3000.1	Standard Policy for Overseas Movement of Marines
MCO P3000.15	Manpower Unit Deployment Program Standing Operating Procedures
MCO P4600.14	Defense Traffic Management Regulation
MCO 4600.34	Land Transportation within Areas Outside the Continental United States
MCBul 4610	Current Edition of the Marine Corps Bulletin issued annually in the 4610 series, subject: Cargo and Personal Property Transportation Accounting Data for Fiscal Year
MCO 5800.6	Control and Registration of War Trophies and War Trophy Firearms
MCO P7220.31	Joint Uniform Military Pay System Field Procedures Manual
	Other Services/Agencies Directives
AFR 75-25	Movement and Storage of Personal Property
AFR 76-11	U.S. Government Rate Tariffs
AR 55-71	Transportation of Personal Property and Related Services
BUMEDINST 5360.1	Decedent Affairs Manual
DoD 4140.17-M	MILSTRIP Manual
DoD 4500.34-R	Personnel Property Traffic Management Regulation
DoD 4500.34	Worldwide DoD Personal Property Shipment and Storage Program
DoD 5030.49-R	Customs Inspection

JTR                      Joint Travel Regulation, Volume 2

JFTR                    Joint Federal Travel Regulation

PPCIG                  Personal Property Consignment Instruction  
Guide Volumes 1 and 2



## APPENDIX B

## LIST OF FAMILIAR ACRONYMS AND ABBREVIATIONS

ATA	Assistant TOPS Administrator
AWOL	Absent Without Leave
AWR	Administrative Weight Restriction
BAQ	Base Allowance for Quarters
CBO	Consolidated Booking Office
CGC	Constructive Government Cost
CID	Criminal Investigation Division
CIL	Certificate in Lieu
CMC	Commandant of the Marine Corps
CONUS	Continental United States
CPPSO	Consolidated Personal Property Shipping Office
CTUS	Customs Territory of the United States
DITY	Do-It-Yourself Move
DoD	Department of Defense
DOT	Department of Transportation
DPM	Direct Procurement Method
DSN	Defense System Network
EAS	End of Active Service
EPA	Environmental Protection Agency
FPOV	Foreign Made Privately Owned Vehicle
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
ISA	Interservice Support Agreements
ITO	Installation Transportation Officer

MARINE CORPS PERSONAL PROPERTY TRANSPORTATION MANUAL

IVS	Involuntary Separation
JFTR	Joint Federal Travel Regulation
JPPSO	Joint Personal Property Shipping Offices
JTR	Joint Travel Regulation
LOA	Letter of Authorization
MBR	Member
MCLB	Marine Corps Logistics Base
MEU	Marine Expeditionary Unit
MOTO	Mobile Home One Time Only
MOU	Memorandum of Understanding
MPMC	Military Personnel, Marine Corps
MRT	Military Rate Tender
MTMC	Military Traffic Management Command
NIS	Naval Investigation Service
NTS	Nontemporary Storage
OCONUS	Outside Continental United States
OTO	One Time Only
PBP&E	Professional Books Papers and Equipment
PCS	Permanent Change of Station
PCSO	Permanent Change of Station Orders
PDS	Permanent Duty Station
PEBC	Personal Effects and Baggage Center
POC	Point of Contact
POV	Privately-Owned Vehicle
PPCIG	Personal Property Consignment Instruction Guide
PPGBL	Personal Property Government Bill of Lading

MARINE CORPS PERSONAL PROPERTY TRANSPORTATION MANUAL

PPO	Personal Property Office
PPPO	Personal Property Processing Office
PPSO	Personal Property Shipping Office
PPTMR	Personal Property Traffic Management Regulation
QA	Quality Assurance
QC	Quality Control
RELAD	Release from Active Duty
RDD	Required Delivery Date
SIT	Storage in Transit
SSB	Special Separation Bonus
TA	Transportation Agent
TAD	Temporary Additional Duty
TCMD	Transportation Control Movement Document
TDY	Temporary Duty
TMO	Traffic Management Officer
TO	Transportation Officer
TOPS	Transportation of Personal Property Standard System
TOPSA	TOPS Administrator
TVCB	Transportation Voucher Certification Branch
UDP	Unit Deployment Program
UB	Unaccompanied Baggage
VHA	Variable Housing Allowance
WESTPac	Western Pacific Base

APPENDIX C

DEFINITIONS

1. Personal Property. Personal property, as used in this Manual, includes HHG, UB, POV, boats, and mobile homes as defined in appendix "A" of the JFTR.

2. Unaccompanied Baggage

a. That portion of a member's prescribed weight allowance which is normally shipped separately from the major bulk of HHG. If shipped by an expedited mode, it will be because it is needed immediately or soon after the Marine's or dependents' arrival at destination. UB will include items in the following categories:

(1) Clothing.

(2) Linens, dishes, cooking utensils, and other light housekeeping articles.

(3) Cribs, playpens, baby carriages, and articles necessary for the immediate care and comfort of infant dependents.

(4) Small radios, small portable televisions, portable sewing machines, portable phonographs, small tape recorders, and like items.

(5) Other articles essential to the health of the Marine and their dependents.

(6) Professional books, papers, and equipment (PBP&E) urgently needed in the performance of official duties. (Weight of PBP&E items does not count against the Marine's HHG weight allowance).

b. Items other than those shown in items (1) through (6) above, or items which are determined by the TMO to be inappropriate for separate shipment (e.g., when only one or two items of all those desired to be shipped by the member) do not qualify as UB.

c. UB will not include the following items: refrigerators, freezers, or other major appliances, basic items of furniture, items of extraordinary value, hobby material or other such items not essential to the health and welfare of the member and/or dependents.

3. High Value. High value is the term used for those items of personal property which in the member's opinion have a value of \$200 or more (per item) which normally would not appear as separate line items on the carrier/contractor prepared inventory.

4. Date HHG are Acquired. The term "acquired" in connection with shipment of HHG is the date "title" to the goods is passed to the member. Title passes when physical delivery of the HHG is accomplished unless there is explicit agreement to the contrary, specifying some other date. In cases where the member orders or contracts for articles of HHG to be manufactured, and in the absence of other explicit agreement or conclusive evidence, such articles will be considered as "acquired" for entitlement purposes when manufacturing has been completed and the articles are physically available for shipment (52 Comptroller General 765, 1973 decision applies). In the case of marriage, the date HHG are acquired is the date the HHG become part of the Marine's possessions (i.e., date of marriage).

5. Designated Location. To receive entitlements for a designated location, the Marine must certify that the designated location is the place where the dependents will establish a bona fide residence until further transportation of the dependents is authorized at Government expense. If there are no dependents, shipment to a designated location is not authorized.

6. HHG. All personal property associated with the home and all personal effects belonging to a Marine and the Marine's dependents on the effective date of the Marine's temporary or PCS orders which can be legally transported and accepted as HHG by an authorized commercial carrier per the rules and regulations established or approved by an authorized commercial carrier and per the rules and regulations established or approved by an appropriate Federal or State regulatory authority. "HHG" includes the following items:

a. Engines and spare parts for a POV (extra tires, wheels, tire chains, tools, battery chargers, accessories, etc.) and pick up tailgate when removed.

b. Vehicle parts which are an integral or attached part of a vehicle which must be removed due to high threat of possible pilferage and/or vulnerability to damage during transit, such as seats, tops, winches, spare tires, portable auxiliary gas cans, and miscellaneous hardware.

c. Snowmobiles, golf carts, motorcycles, mopeds, and riding lawn mowers.

d. The following items are not eligible for shipment as HHG:

(1) Personal baggage when carried free on tickets;

(2) Automobiles, trucks, vans, and similar motor vehicles, airplanes, mobile homes, camper trailers, campers, and farming vehicles.

(3) Live animals not required in the performance of official duties.

(4) Articles of HHG acquired subsequent to the effective date of PCS orders except when purchased in the United States for shipment to a duty station outside the United States with the approval of the CMC (LFT-4) when they are bona fide replacements of articles which have become inadequate, worn out, broken, or unserviceable on or after the effective date of orders but prior to the date of release of the bulk of HHG to the TMO or carrier for shipment; or replacement items of HHG, not to exceed the Marine's authorized weight allowance, in cases when a Marine's original shipment of HHG is destroyed or lost during transportation incident to a change of temporary/permanent duty station.

(5) Cordwood and building materials.

(6) Property for resale, disposal, or commercial use.

(7) Privately-owned live ammunition.

(8) Property that could saturate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable, and corrosive matter, poisons, etc.).

(9) Articles which cannot be taken from the premises without damage to the article or the premises.

(10) Perishable articles, including frozen food, articles requiring refrigeration or perishable plants, unless;

(a) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading.

(b) No storage of the shipment is required.

(c) No preliminary or enroute services or watering or other preservative method is required of the carrier.

(11) Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. Members and their dependents are advised to personally transport these types of items.

7. WESTPac. Overseas tours at locations east of the international dateline.

